

PRIVACY POLICY

This website privacy policy describes how Ken Parke Planning Consultants Ltd (KPPC) stores, uses and makes secure any personal information you may provide to us.

KPPC guarantee respect and will protect your online privacy. We are committed to the principles and application of the General Data Protection Regulations. This includes your need and your right to know what we do with the personal information you share with us. It also guides our company's policies regarding the management of this data, including how the information is collected, processed, and for what purposes.

By accessing this website, you are consenting to the way information is collected and used, as described within this Privacy Policy.

In return, we give the commitment that we will use the personal data you provide only in ways that are compatible with the following Privacy Policy.

THE COLLECTION OF INFORMATION

Every time you log on to our website your IP (Internet Protocol) address registers on our servers. Your IP address reveals no information other than the number assigned to you. We do not use this technology to get any personal data against your knowledge or free will (i.e., automatically recording e-mail addresses of visitors). Nor do we use it for any purpose other than to help us monitor traffic on our website, or (in case of criminal activity or misuse of our information) to cooperate with law enforcement.

WHAT DATA WE GATHER

When you contact us we may also collect the following information:

- Name and job title
- Contact information including email address
- Demographic information, such as postcode, preferences and interests
- Website usage data
- Other information relevant to client enquiries

Your personal data will be only kept for an appropriate period and will be deleted thereafter.

COOKIES

We use a number of different cookies on our site. If you do not know what cookies are, or how to control or delete them, then we recommend you visit <http://www.aboutcookies.org> for detailed guidance.

The list below describes the cookies we use on this site and what we use them for. If you are not happy, then you should either not use this site, or you should delete the cookies having visited the site, or you should browse the site using your browser's anonymous usage setting (called "Incognito" in Chrome, "InPrivate" for Internet Explorer, "Private Browsing" in Firefox and Safari etc.)

FIRST PARTY COOKIES

These are cookies that are set by this website directly.

Google Analytics:

We use Google Analytics to collect information about visitor behaviour on our website. Google Analytics stores information about what pages you visit, how long you are on the site, how you got here and what you click on. This Analytics data is collected via a JavaScript tag in the pages of our site and is not tied to personally identifiable information. Analytics does not collect or store your personal information (e.g. your name or address) so this information cannot be used to identify who you are.

You can find out more about Google's position on privacy as regards its analytics service at http://www.google.com/intl/en_uk/analytics/privacyoverview.html

THIRD PARTY COOKIES

These are cookies set on your machine by external websites whose services are used on this site. Cookies of this type are the sharing buttons across the site allow visitors to share content onto social networks. Cookies are currently set by LinkedIn, Twitter, Facebook and Google+. In order to implement these buttons and connect them to the relevant social networks and external sites, there are scripts from domains outside of our website. You should be aware that these sites are likely to be collecting information about what you are doing all around the internet, including on this website.

You should check the respective policies of each of these sites to see how exactly they use your information and to find out how to opt out, or delete, such information.

THIRD PARTIES

We will never pass, distribute or sell your personal information to third parties unless we have your explicit permission, or the following circumstances apply:

- a. If we sell any or all our business to the buyer.
- b. Where we are legally required by law to disclose your personal information.
- c. To further fraud protection and reduce the risk of fraud.
- d. To provide our suppliers with data they require to ensure delivery of your product or service. Should we supply your data to a supplier we will seek to ensure they have a nominated data controller. Any other data controller will ensure that your personal data is only used for the purposes of delivering products or services, and not for marketing purposes.

Any personal information we hold about you is stored and processed under our data protection policy, in line with the Data Protection Act 1998 and General Data Protection Regulations.

SECURITY

We will always hold your information securely.

To prevent unauthorised disclosure or access to your information, we have implemented strong physical and electronic security safeguards. We also follow stringent procedures to ensure we work with all personal data in line with GDPR.

The security of your personal Information is important to us but remember that no method of transmission over the Internet, or method of electronic storage, is completely secure. While we strive to use commercially acceptable means to protect your Information, we cannot guarantee its absolute security.

LINKS FROM OUR SITE

Our website may contain links to other websites.

Please note that we have no control of websites outside our domain. If you provide information to a website to which we link, we are not responsible for its protection and privacy.

Always be wary when submitting data to websites. Read the site's data protection and privacy policies fully.

DATA CONTROLLER

We have a nominated individual who controls and is responsible for the keeping and use of your personal information. This person is called a data controller. Their contact email for these purposes is angela@kppcltd.co.uk

SUBJECT ACCESS REQUEST

In accordance with Section 7 of the Data Protection Act 1998 you have the right to access any information that we hold relating to you. This is commonly referred to as a subject access request. Please note that we reserve the right to charge a fee of £10 to cover the costs incurred by us in providing you with the information.

RIGHT TO WITHDRAWAL

You have the right to withdraw your personal data at any time that you wish to do so. If you decide that you no longer wish us to hold your personal data, then please contact us at angela@kppcltd.co.uk with your request.

COMPLAINTS

Should you be concerned that your information has not been handled correctly, such as being lost or disclosed to others without your permission, then you have the right to complain. You should contact our data controller on angela@kppcltd.co.uk outlining your concerns and they will try to resolve the matter with you. Should you feel that you wish to escalate your complaint then you should contact the **Information Commissioners Office**, details below:

www.ico.org.uk

Telephone **0303 123 1113**

CONTACT US

If you have any questions about this policy, please email angela@kppcltd.co.uk or write to:

Ken Parke Planning Consultants Ltd
Anniversary House
23 Abbott Road
Bournemouth BH9 1EU