

PRIVACY POLICY

Donald Carter and Partners is committed to ensuring that your privacy is protected. This Privacy Policy sets out the basis on which any personal data which we collect from you, or that you or others provide to us, will be processed by us.

Please read the following carefully. By accessing, browsing or otherwise using our donaldcarters.co.uk website you confirm that you have read, understood and agree to the terms of this Privacy Policy.

This Privacy Policy represents our entire and exclusive Privacy Policy. It supersedes any earlier version.

How we get information about you.

We may collect and process the following data about you as follows:
Information you give us:

You may give us information about you by completing forms on our site or by corresponding with us by phone, email or otherwise. The information you give us may include (but is not limited to) your name, title, date of birth, address, email address, phone number or other contact information, financial details, and the records and contents of any correspondence and communications you have with us or any feedback which you leave for us.

You acknowledge that the information which you provide to us may amount to sensitive personal data under the Data Protection Act 1998 and you consent to that data being processed as set out in this Privacy Policy.

How we use your information

How we will use information you give us:

- To contact you;
- To carry out our obligations arising from any contracts entered into between you and us and to provide you with the information, products and services which you request from us;
- To provide you with information about other goods and services that we offer;
- To provide you, or permit selected third parties to provide you, with information about goods or services which we feel may interest you.
- To assist us in the improvement and optimisation of advertising, marketing material and content, our services and the website (including, without limitation, via third parties)
- To notify you of about changes to our service;
- To verify your identity;

- As part of our efforts to keep our site safe and secure and to prevent or detect fraud;
- To provide customer support;
- To comply with the requirements imposed by law or any court order.

How we will use information about you we receive from other sources.

We may combine this information with information you give to us. We may use this information and the combined information for the purposes set out.

Disclosure of your information

We may share your information with selected third parties including but not limited to:

- Business partners, suppliers and sub-contractors, for the performance of any contract we enter into with them or with you;
- Analytics and search engine providers that assist us in the improvement and optimisation of our site and services.

We may disclose your information to third parties:

- In the event that we buy or sell any business or assets, in which case we may disclose your personal data to the prospective seller or buyer of such business or assets;
- If Donald Carter and Partners or substantially all of its assets are acquired by a third party, in which case personal data held by us about our clients will be one of the transferred assets;
- If we are under a duty to disclose or share your personal data in order to comply with any legal obligation, or in order to enforce or apply our terms of use and other agreements; or to protect the rights, property or safety of Donald Carter and Partners, our clients or others. This includes exchanging information with other companies and organisations for the purposes of fraud protection and credit risk reduction.

Where we store your information

Once we have received your information we will use strict procedures and security features to try and prevent unauthorised access. Unfortunately, the transmission of information via the internet is not completely secure. Although we will do our best to protect your information, we cannot guarantee the security of information transmitted to our site. Any transmission is at your own risk and you agree that we will not be liable for any breach of security unless it has been proved that we have been negligent.

Your rights

The information will be held for at least six years for legal, regulatory and accounting purposes and there after for a long as reasonably necessary to fulfil the purposes as described in: How we use your information.

You have the right to withdraw consent for us to process your information and for its use for marketing purposes. You have the right to withdraw consent for us to process your information at any time.

You have the right to withdraw consent for us to pass your information your information to third parties for marketing purposes. This will result in us ceasing to offer the goods and services to you.

Access to your Information

You have rights to the following information:

- The purpose(s) for which we are processing your information;
- The categories of personal information we hold about you;
- The recipients or categories of recipient to whom the personal data have been or will be disclosed;
- The period for which we will store your information; or the criteria used to determine that period;

You have the following additional rights:

- To a copy of the information we hold about you. You can ask us to send this to you in commonly used electronic form;
- To rectification or restriction of the way in which we are processing your information, or to object to us processing it;
- To erasure of your personal information provided it is no longer necessary for the purposes for which it was collected; or where there is no legal basis for Donald Carter and partners processing it.
- Where we have collected information about you from sources other than yourself, information about those sources;

Rectifying or Updating your information

You must ensure that any information you provide to us is correct and complete. You can ask us to rectify or update your personal information at any time by email to post@donaldcarter.co.uk; or by writing to The Data Protection Officer, Donald Carter and Partners, 15 Jury Street, Warwick, CV34 4EH