## **Privacy Policy**

## How we collect information about you and how we will use it.

We may collect and process information that you provide during your correspondence with us. This could be, but not limited to, one of the following ways:

Giving information directly to us via our website.

Communicating with us through e-mail and telephone.

We only use your personal information when the law allows us to. Most commonly, we use your personal information in the following circumstances:

Where you have given consent for us to process your information

Where we need to perform the contractual obligations we have entered into with you personally or with the business you are working for or with.

And for one or more of the following purposes:

To manage our relationship and administer our business as part of our contract with you

To carry out a request

Sending you marketing and information about our business and services via email if you consented to it.

## **Sharing your information**

We will not share your information with anyone who is not contracted to work on your project other than with the relevant authorities if we have reason to believe that you may be involved in activity that may be illegal under English law.

The information shared about you with people who work for us will be limited to what they need to know to carry out their duties and responsibilities.