

## **Privacy Policy**

Thursfields is committed to ensuring your privacy is protected. This policy, our terms of use and any other documents referred to explain how we use the information we collect about you, how you can instruct us if you prefer to limit the use of that information and procedures that we have in place to safeguard your privacy. For the purposes of the Data Protection Act 1998 (the **Act**), the data controller is Steve Pitts at Thursfields, 14 Church Street, Kidderminster, DY10 2AT.

### **Information we collect about you**

We may collect and process the following data about you:

- Information that you provide by filling in forms or contacting us through our site [www.thursfields.co.uk](http://www.thursfields.co.uk). This includes information when you submit an enquiry, subscribe to our email newsletters, request a quote or submit your CV or job application form.

We may disclose your personal information to any member of our Firm. We may also disclose your personal information to third parties 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 or terms of business or other agreements or to protect the rights, property, or safety of Thursfields, our clients, or others.

You can choose to restrict the collection or use of your personal information:

- Whenever you are asked to fill in a form, look for the box which you can click to say that you do not want the information to be used by anybody for direct marketing purposes.
- If you have previously not objected to Thursfields using your personal information for direct marketing purposes, you can change your mind at any time by contacting [info@thursfields.co.uk](mailto:info@thursfields.co.uk)

### **Uses made of this Information**

We use information held about you in the following ways:

- To provide you with information or services that you request from us.
- From time to time, we may also wish to provide you with marketing information about our services, our events or other information about Thursfields that we think may be of interest to you and we may contact you by phone, post or email. We will only do so if you have indicated that you wish to receive such information. If, at any stage, you change your mind and wish to “opt-out”, please send an email stating this to [info@thursfields.co.uk](mailto:info@thursfields.co.uk).
- To carry out our obligations arising from any contracts entered into between you and us.
- To notify you about changes to our service.
- We may also use this information and statistics for the purposes of monitoring website usage in order to help us develop the website and our services.

### **Host Server/IP addresses/Cookies**

Thursfields’ website resides on an external server, hosted by Shine Internet ([www.shineinternet.co.uk](http://www.shineinternet.co.uk)). Any personal details provided via Thursfields’ website comes direct via email to Thursfields and no personal user data is stored on Shine Internet server.

We or Thursfields’ host server may collect information about your computer, including where available your IP address, operating system and browser type, for system administration and to

gather aggregate information to improve our site. This is statistical data about our users' browsing actions and patterns, and does not identify any individual. We do not use cookies to collect any personal information about you.

### **Where we store your Personal Data**

The data that we collect from you may be transferred to, and stored at, a destination outside the European Economic Area ("EEA"). By submitting your personal data, you agree to this transfer, storing or processing. We will take all steps reasonably necessary to ensure that your data is treated securely and in accordance with this privacy policy.

The transmission of information through the internet is not completely secure. We will do our best to protect your personal data, but we cannot guarantee the security of your data transmitted to our site through the internet; any such transmission is at your own risk. Once we have received your information, we will use strict procedures and security features to prevent unauthorised access.

### **Sale of the Business**

If the business is sold or integrated with another business, your details may be disclosed to our advisers and any prospective purchasers and their advisers and will be passed on to the new owners of the business.

### **Your Consent**

By submitting your information you consent to the use of that information as set out in this policy. If we change our privacy policy we will post the changes on this page. You can exercise your right at any time to request not to receive information from Thursfields by contacting us at [info@thursfields.co.uk](mailto:info@thursfields.co.uk).

Our site may, from time to time, contain links to and from the websites of our partner networks, advertisers and affiliates. If you follow a link to any of these websites, please note that these websites have their own privacy policies and that we do not accept any responsibility or liability for these policies. Please check these policies before you submit any personal data to these websites.

### **Contact**

Questions, comments and requests regarding this privacy policy are welcomed and should be addressed to [info@thursfields.co.uk](mailto:info@thursfields.co.uk).