

### **Privacy Policy**

Effective date: July 2024

### Introduction

Welcome to Nicholas Carroll Limited. We are committed to protecting and respecting your privacy. This Privacy Policy explains how we collect, use, disclose, and safeguard your information when you visit our website, https://nicholascarroll.co.uk. Please read this policy carefully to understand our views and practices regarding your personal data and how we will treat it.

#### **Information We Collect**

We may collect and process the following data about you:

Personal Information:

- Name
- Company Details
- Phone Number
- Email Address
- Any files submitted by the customer via contact form

Non-Personal Information:

• Generic information such as browser type, operating system, IP address, referring/exit pages, and date/time stamps.

#### **Methods of Collection**

We collect information from you in the following ways:

Forms:

- Contact forms on our website where you voluntarily provide personal information. Cookies and Tracking Technologies:
- We may use cookies, web beacons, tracking pixels, and other tracking technologies on the Site to help customise the Site and improve your experience.

**Customer Contact:** 

• Any other form of customer contact, in which the customer supplies us with personal or non-personal information.

#### **Use of Information**

We use the information we collect about you in the following ways:

- To provide and improve our services.
- To communicate with you, including responding to your requests or enquiries.
- For analytics purposes, to understand how our website is used.

## **Legal Basis for Processing Personal Data**

We process your personal data under the following legal bases:

- Contractual necessity: To fulfil our obligations when you enter into a contract with us.
- Consent: When you have given clear consent for us to process your personal data for a specific purpose.
- Legal obligation: When we are required to comply with legal obligations.
- Legitimate interests: When it is necessary for our legitimate interests and your interests and fundamental rights do not override those interests.

# **Sharing of Information**

We may share your information in the following situations:

- Third-party services: We may share your information with third-party analytics providers to help us understand the use of our services.
- Legal requirements: We may disclose your information where we are legally required to do so to comply with applicable laws, governmental requests, a judicial proceeding, court order, or legal process.

### **Data Security Measures**

While we have taken reasonable steps to secure the personal information you provide to us, please be aware that despite our efforts, no security measures are perfect or impenetrable, and no method of data transmission can be guaranteed against any interception or other type of misuse.

# Safeguarding and Securing the Data

Nicholas Carroll Limited is committed to securing your data and keeping it confidential. Nicholas Carroll Limited has done all in its power to prevent data theft, unauthorised access, and disclosure by implementing the latest technologies and software, which help us safeguard all the information we collect online.

### **Cookie Policy**

Once you agree to allow our website to use cookies, you also agree to use the data it collects regarding your online behaviour (such as analysing web traffic, web pages you visit, and the time spent on them).

The data we collect using cookies is used to customise our website to your needs. After we use the data for statistical analysis, the data is completely removed from our systems.

Please note that cookies do not allow us to gain control of your computer in any way. They are strictly used to monitor which pages you find useful and which you do not, so that we can provide a better experience for you.

If you want to disable cookies, you can do so.

#### **Your Data Protection Rights**

Under GDPR, you have the following rights regarding your personal information:

- Right of Access: You have the right to request copies of your personal data.
- Right to Rectification: You have the right to request that we correct any information you believe is inaccurate.
- Right to Erasure: Also known as the "right to be forgotten," you can request that we delete or remove personal data when there is no compelling reason for us to continue processing it.
- Right to Restrict Processing: You have the right to request that we restrict or suspend the processing of your personal data in certain circumstances, such as if you contest the accuracy of the data or object to our processing.
- Right to Data Portability: You can request a copy of your personal data in a structured, commonly used, and machine-readable format, and to transmit this data to another organisation, where technically feasible.
- Right to Object: You have the right to object to our processing of your personal data based on legitimate interests or for direct marketing purposes.
- Rights Related to Automated Decision-Making: You have the right not to be subject to decisions based solely on automated processing, including profiling, that significantly affects you, unless such decisions are necessary for the performance of a contract or authorised by law.

To exercise any of these rights, please contact us using the details provided in the "Contact Information" section of this policy. We will respond to your request within the timeframes set out by GDPR.

### **Contact Information**

If you have any questions or concerns about this Privacy Policy, please contact us at: Nicholas Carroll Limited

1-2 The Pentagon

Railway Street

Stafford ST16 2DS

Email: sales@nicholascarroll.co.uk

# **Changes to This Privacy Policy**

We may update this Privacy Policy from time to time to reflect changes to our practices or for other operational, legal, or regulatory reasons. Any changes we may make to our privacy policy in the future will be posted on this page, and where appropriate, notified to you by email. Please check back frequently to see updates or changes to our Privacy Policy.

By using our Site, you acknowledge that you have read and understood this Privacy Policy.