**PRIVACY POLICY**

This privacy policy sets out how Cox & Tyrer uses and protects any information that you give to us.

The Company is registered in England with its registered office at 50 Brasenose Road, Bootle, Liverpool, L20 8HG and a website [www.](http://www.)cox-tyrer.co.uk

The Company is committed to protecting your privacy. We will only use the information that we collect about you lawfully in accordance with the Data Protection Act 2018, the General Data Protection Regulation 2016 and the Privacy of Electronic Communication Regulations 2003.

**Lawfulness, Fairness and Transparency**

We collect information from details you supply to us through documents, verbal communications and email messages you may send to us in connection with the business services we offer.

**Use of Personal Information**

Cox & Tyrer is committed to ensuring that your privacy is protected. Should we ask you to provide certain information by which you can be identified you can be assured that it will only be used in accordance with this privacy statement.

We may collect the following information:

* name and job title
* contact information including email address
* demographic information such as postcode, preferences and interests
* other information relevant to job applications or business enquiries.

We require this information to understand your needs and provide you with a better service, and in particular for the following reasons:

* Internal record keeping.
* We may use the information to improve our products and services.
* We may periodically send emails about new services, opportunities or other information which we think you may find interesting using the email address which you have provided.
* From time to time, we may also use your information to contact you for market research purposes. We may contact you by email, phone, or mail. We may use the information to customise the website according to your interests.

We are committed to ensuring that your information is secure. In order to prevent unauthorised access or disclosure, we have put in place suitable physical, electronic and managerial procedures to safeguard and secure the information we collect online.

We will never collect additional information about you without informing you of this beforehand.

We do not collect any sensitive personal data as defined by the General Data Protection Regulation or Data Protection Act.

The data we hold will be accurate and up to date. You can check the information that we hold about you by emailing us. If you find any inaccuracies, we will delete or correct it promptly. If you do not wish to receive information on an on-going basis about our services or activities, please email office@cox-tyrer.co.uk with the subject heading: ‘Unsubscribe’.

We collect information about you to process any email enquiries. We will give you the chance to refuse any marketing email from us by replying to an unsubscribe button.

We keep information for as long as we need it for the purposes for which it was collected. This will vary depending on the type of information. Information collected for a new business enquiry will be held for six months before it is deleted.

**Data Storage and Security**

The personal information that we hold will be held securely to maintain its confidentiality, integrity and availability in accordance with our internal security policy and the law. We only store data within the European Economic Area (EEA).

We will not share your information with any third party, either in the EEA or outside this area. We shall only 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.

**Controlling your personal information**

You may choose to restrict the collection or use of your personal information in the following ways:

If you have previously agreed to us using your personal information, you may change your mind at any time by writing to or emailing us at office@cox-tyrer.co.uk We will not sell, distribute or lease your personal information to third parties unless we have your express permission or are required by law to do so.

You may request details of personal information which we hold about you under the Data Protection Act 2018 and the General Data Protection Regulation 2016. If you would like a copy of the information held on you, please write to the Data Compliance Manager at the Company.

If you believe that any information we are holding on you is incorrect or incomplete, please write to or email us as soon as possible at the above address. We will promptly correct any information found to be incorrect.

**Your Rights**

If you believe that any information we are holding on you is incorrect or incomplete, please write to or email us as soon as possible at the above address. We will promptly correct any information found to be incorrect.

If you would like further information on your rights or wish to exercise them, please write to us at Cox & Tyrer, 50 Brasenose Road, Bootle, Liverpool, L20 8HG. You will be asked to provide the following:

* The personal information you want to access.
* Where it is likely to be held.
* The date range of the information you wish to access.

We will also need you to provide information that will help us confirm your identity. If we hold personal information about you, we will give you a copy of the information in an understandable format together with an explanation of why we hold and use it.

Once we have all the information necessary to respond to your request we’ll provide your information to you within one month. This timeframe may be extended by up to two months if your request is particularly complex.

**Questions about our Privacy Policy**

Cox & Tyrer may change this policy from time to time by updating this page. You should check this page from time to time to ensure that you are happy with any changes.

If you have any questions or comments about your privacy and this policy, you should contact us at Cox & Tyrer, 50 Brasenose Road, Bootle, Liverpool, L20 8HG. You also have the right to contact the Information Commissioner’s Office (ICO) if you have any questions about Data Protection. You can contact their help line 0303 123 113 or at [www.ico.org.uk](http://www.ico.org.uk)

This Privacy Policy was last updated on 5th June 2019.