

This is the Privacy Notice of Rightsearch Solutions Ltd

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We are a company registered in England & Wales under company registration number 07281668

Our Registered Office is at
Sophia House, 28 Cathedral Road, Cardiff, CF11 9LJ.

Introduction

1.

This is a notice to inform you of our policy with regards all information that we record about any Person. It sets out the conditions under which we may process any information that we collect, or that you provide. It is intended to cover information that could identify you that we refer to as “personal information”).

2.

In the event that you have any queries with regards our Privacy Policies we would ask that you contact us directly in order that we are able to take positive steps to resolve any issues that may be a cause for concern.

3.

We take seriously the protection of your privacy and confidentiality. We understand that all visitors to our website are entitled to know that their personal data will not be used for any purposes that could impact upon the protection of their Privacy Rights.

4.

We undertake to preserve the confidentiality of all information you provide to us in the course of any and all business transactions that are undertaken between us and/or by us on your behalf.

5.

Our policy complies with UK law accordingly implemented, including that required by the appropriate regulatory and governing bodies

6.

The law requires us to tell you about your rights and our obligations to you with regards to the processing and control of your personal data.

We comply with this, by requesting that you read the information provided within this Privacy Notice.

7.

We do not share, or sell, or disclose to any third parties any of the information that forms part of transactions that we undertake on your behalf.

What we collect

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 customer surveys and/or offers

What we do with the information we gather

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 promotional emails about new products, special offers 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, fax or mail. We may use the information to customise the website according to your interests.

Security

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.

How we use cookies

A cookie is a small file which asks permission to be placed on your computer's hard drive. Once you agree, the file is added and the cookie helps analyse web traffic or lets you know when you visit a particular site. Cookies allow web applications to respond to you as an individual. The web application can tailor its operations to your needs, likes and dislikes by gathering and remembering information about your preferences.

We use traffic log cookies to identify which pages are being used. This helps us analyse data about webpage traffic and improve our website in

order to tailor it to customer needs. We only use this information for statistical analysis purposes and then the data is removed from the system.

Overall, cookies help us provide you with a better website by enabling us to monitor which pages you find useful and which you do not. A cookie in no way gives us access to your computer or any information about you, other than the data you choose to share with us.

You can choose to accept or decline cookies. Most web browsers automatically accept cookies, but you can usually modify your browser setting to decline cookies if you prefer. This may prevent you from taking full advantage of the website.

Links to other websites

Our website may contain links to other websites of interest. However, once you have used these links to leave our site, you should note that we do not have any control over that other website. Therefore, we cannot be responsible for the protection and privacy of any information which you provide whilst visiting such sites and such sites are not governed by this privacy statement. You should exercise caution and look at the privacy statement applicable to the website in question.

Controlling your personal information

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

- whenever you are asked to fill in a form on the website, look for the box that you can click to indicate that you do not want the information to be used by anybody for direct marketing purposes
- if you have previously agreed to us using your personal information for direct marketing purposes, you may change your mind at any time by writing to or emailing us at info@rightsearchsolutions.co.uk

We will not sell, distribute, or lease your personal information to third parties unless we have your permission or are required by law to do so. We may use your personal information to send you promotional information about third parties which we think you may find interesting if you tell us that you wish this to happen.

You may request details of personal information which we hold about you under the Data Protection Act 1998. A small fee will be payable. If you would like a copy of the information held on you please write to Rightsearch Solutions, 28 Cathedral Road, Cardiff, CF11 9LJ.

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

Ref: RSS/JG

May 2018