



## **EWI Consultants Limited - Privacy Notice / 01**

We will only use the information that we collect about individuals lawfully and in accordance the General Data Protection Regulation – GDPR.

We collect information for two reasons: firstly, to process an order and secondly, to provide the best possible service and requested information.

We do not send random marketing emails to personal email addresses. In addition to this, we will not e-mail individuals in the future unless we have been given their consent and they will be given the chance to refuse any marketing emails from us in the future.

Personal information may be collected by individuals filling in forms on our website or by corresponding with us by phone, e-mail or otherwise. The type of information we may collect includes:

- Name
- Address
- Phone number
- Email address

The information we hold will be accurate and up to date. If any inaccuracies are found, these will be deleted or corrected promptly.

We only process personal data for core business purposes such as direct marketing, staff administration and accounting. We will never pass your data onto any third party for marketing requirements.

The personal information which we hold will be held securely in accordance with our internal security policy and the law.

### **Website Cookies**

A cookie is a text-only string of information that a website transfers to the cookie file of the browser on your computer's hard disk so that the website can remember who you are. A cookie will typically contain the name of the domain from which the cookie has come, the "lifetime" of the cookie, and a value, usually a randomly generated unique number.

When you visit our website, we will send you a cookie. Cookies may be used in the following ways:

- To enable the personalisation features on our website (which give you the ability to recall recently viewed pages and see information which you have input on line).
- To compile anonymous, aggregated statistics that allow us to understand how users use our site and to help us improve the structure of our website.

We cannot identify you personally in this way.

Any person whose details are held upon our data files may request a full overview of exactly what information is held by emailing us at [info@ewiconsultants.co.uk](mailto:info@ewiconsultants.co.uk).

Any individual may request removal of the held data at any time or amendments to the data should they wish by emailing us [info@ewiconsultants.co.uk](mailto:info@ewiconsultants.co.uk).

Any complaints regarding our privacy policy should be sent to the data controlling officers, Gary Peacey and Debbie Peacey at [info@ewiconsultants.co.uk](mailto:info@ewiconsultants.co.uk).