

## South West PAs Limited

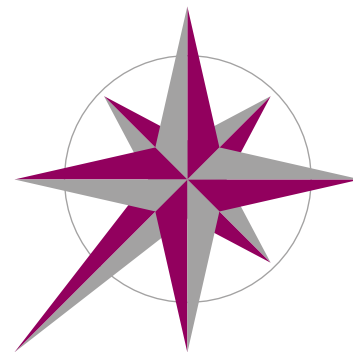
5 Dulka Road  
London SW11 6SB

Tel: 020 7228 0020

Fax: 020 7228 2745

office@southwestpas.co.uk

www.southwestpas.co.uk



# South West PAs<sup>s</sup>

## Privacy policy

This website is owned by South West PAs Limited whose contact details are on the website.

Important: By submitting personal data to us and/or by using our website you give your consent that all personal data that you submit may be processed by us in the manner and for the purposes described below.

### Scope of privacy policy

We are committed to maintaining the privacy and confidentiality of information provided by you to us. This privacy policy describes our current policies and practices with regard to personal data collected by us from you directly and/or through the website. The term 'personal data' refers to personally identifiable information about you as defined in the Data Protection Act 1998.

### Notification of changes to privacy policy

We are continually improving our methods of communication and adding new functionality and features to this website and to our existing services. Because of these ongoing changes, changes in the law and the changing nature of technology, our data protection practices will change from time to time. If and when our data practices change, we will notify you. We encourage you to check this page frequently.

### Collection of personal data including email addresses

You may choose to receive advice, additional information or services from us. When you contact or instruct us, we request personal information about you such as your name, postal address, email address and telephone number. We may also ask for demographic information to enable us to provide a personalised service to you. The information you provide is either manually or electronically stored. We sometimes supplement that information with information that is received from third parties. For instance, if inaccurate postal or zip codes are received, we may use third party software to fix them.

### Use of personal data

We will use your personal data to fulfil your instructions and requirements and we will ask only for data that is adequate, relevant and not excessive for those purposes. Where we send you information for any purpose, it may be sent by email or post. When we ask you for personal data it may be for any of the following purposes:

- \* to contact you to inform you of our services or events
- \* to send you regular updates on issues we think will be of interest to you more detailed later in this policy
- \* to send you requested information on our people and services
- \* to use your personal data for marketing purposes and marketresearch, and
- \* to use your personal data internally to administer this website and help us improve our services.

## **Unsubscribe**

We hope you will be pleased with our information and services. However, if you do not wish to receive emails from us and want to be removed from our electronic mailing list, please email us at the address given below with “email unsubscribe” in the subject heading.

If you also wish to be removed from our postal marketing database, please let us know by emailing us at the address given below with “mail unsubscribe” in the subject heading or writing to us at the address given below.

You may unsubscribe by emailing [office@southwestpas.co.uk](mailto:office@southwestpas.co.uk) or writing to South West PAs Ltd, 5 Dulka Road, London, SW11 6SB

## **Disclosure of your personal data**

We do not share, sell or distribute your personal data with unrelated third parties, except as otherwise provided for in this privacy policy and under these limited circumstances:

- \* In order to provide you with the information or services which you have requested, personal data may occasionally be transferred or shared with other professionals or third parties, who act for or with us, for further processing in accordance with the purposes for which the data was originally collected or for purposes to which you have consented. For example, sometimes a third party may have access to your personal data in order undertake research or maintenance work for you, but only as requested by you in relation to our services
- \* Where you have consented, we may also disclose your personal data to other businesses who may contact you about their services that may interest you.
- \* We may share, transfer or disclose the information in our databases and server logs to comply with a legal requirement, for the administration of justice, interacting with anti-fraud databases, to protect your vital interests, to protect the security or integrity of our databases or this website, to take precautions against legal liability, or in the event of a joint venture, collaboration, financing, sale, merger, reorganisation, change of legal form, dissolution or similar event.
- \* We may share, transfer or disclose your personal data to a potential or actual successor to us.
- \* Where appropriate, before disclosing personal data to a third party, we contractually require the third party to take adequate precautions to protect that personal data and to comply with applicable law.

## **Data access and corrections**

Upon receipt of your written request and enough information to permit us to identify your personal data, we will disclose to you the personal data we hold about you, for which we may make a charge up to the maximum as allowed by applicable law. We will also correct, amend or delete any personal data that is inaccurate and notify any third party recipients of the necessary changes. You may update any information you have given to us by contacting us at the addresses given at the end of this policy.

Requests to delete personal data are subject to any applicable legal and ethical reporting or document retention obligations imposed on us.

### **Links to other websites**

This website may contain hyperlinks to websites that are not operated by us. These hyperlinks are provided for your reference and convenience only and do not imply any endorsement of the activities of such third-party websites or any association with their operators. We do not control these websites and are not responsible for their personal data practices. We urge you to review any privacy policy posted on any site you visit before using the site or providing any personal data about yourself.

### **Online application form**

This website offers you the possibility to apply online to receive our regular newsletter. To do so you will need to fill in an online application form which will provide us with personal data in order for us to maintain contact with you.