

nineteen47 Privacy Policy

From time to time, we, nineteen47 Limited, collect certain personal information about visitors to our website and people who may contact us in other ways such as over the phone or by writing to us. This might include information from enquirers, clients and people who may be interested in working with us.

This privacy policy explains how we use and protect any information that you may give to us.

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

Information we collect and how we use it

We may collect certain information about you when you:

- (a) visit our website (<http://www.nineteen47.co.uk>)
- (b) contact us for any reason, for example if you make an enquiry, complaint or tell us about an issue with our website or service(s). This could be contact by telephone, post, email or by filling out the contact form on our website.
- (c) send us your CV, or otherwise contact us with an enquiry about employment opportunities.
- (d) engage us to provide services to you or to your business.
- (e) provide us with feedback in relation to any project or exhibition we are involved in, for example, feedback you may give us following a public exhibition which may include your personal details.

The following explains the personal data we may collect, and the basis on which we will use it:

What we may collect	What we do with the information we gather	How long we will hold this information for
1. If you engage us to provide services to you and/or a business, we may collect information about the business and your role within	We will use this information to allow us to provide our services to you, including, for example, to contact you or deal with invoicing as well as to retain for our internal record keeping.	We will hold this information for the duration of our engagement, and for a period of ten years thereafter.

	it as well as your contact details.	We do this on the basis that it is necessary for the performance of the contract that will be in place between us.	
2.	We may collect your details, for example your name, job title, address and contact details such as your telephone number and email address, if for example, you send us an enquiry.	<p>We will use this information to answer any enquiry or complaint you have raised, for the proper administration of our business, and for our internal record keeping.</p> <p>We will only use this information on the basis that it is necessary for the purposes of our legitimate interests in providing and improving our website and/or client service to you.</p>	<p>If your enquiry relates to a contract that will be in place, or a future project with us, we will hold your details in accordance with the information at 1 above.</p> <p>We will otherwise keep your details for one year from the date we end our correspondence in relation to your enquiry.</p>
3.	The information at 2 above, and any other information you may choose to provide us with.	<p>Where you attend one of our public exhibitions, we may provide feedback forms for attendees to complete. Whilst you are not obliged to complete any such feedback forms, and we do not request that you provide any personal details to us, you may choose to include such details (such as your name) on the form that you return to us.</p> <p>It is our policy to redact any such personal details provided on any feedback forms we receive.</p>	We do not keep any details you may choose to provide to us as they will be redacted from the feedback form as soon as reasonably practicable after we receive it.
4.	The information at 2 above, your CV and any other personal details you may choose to send us to enquire	We will use this information to allow us to consider you as a possible candidate for any employment opportunities we may have or may have in future.	We will keep your details and CV for a period of up to two years from the date you contact us.

	about possible employment opportunities.		
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If you are an existing client or a contact of our business, we may from time to time use contact details you have previously provided to us, to let you know about new events or business opportunities that we think may be of interest to you. We will only use your information in this way where it is in our legitimate interests to do so for the purposes of maintaining our client relationship with you and your business.

If you provide us with information about any other person, for example any other individuals within your organisation or your business partners, then you must ensure that you have their consent to pass those details to us and for us to use those details in accordance with this privacy policy. You should also make sure that you bring this privacy policy to their attention.

Disclosure of data to third parties

From time to time we might also appoint external third parties to help us with our business functions for example, external consultants and sub-contractors. These might include companies who help us to manage our website. We may therefore make your data available to those entities if reasonable to do so as part of our usual business practices. When we make your personal data available to such third parties for those purposes, we will only make available to them the data that they need to perform their obligations to us.

We may need to make your data available to the government or public authorities such as planning authorities for the purposes of dealing with any planning applications concerning any building or development that you have an interest in.

Links to other websites

Our website may contain links to other third-party 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 policy. You should exercise caution and look at the privacy policy applicable to the website in question.

Our rights

We may disclose information about you to any of our employees, officers, agents, suppliers or subcontractors insofar as reasonably necessary for the purposes as set out in this privacy policy.

In addition, we may disclose information about you:

- (a) to the extent that we are required to do so by law;
- (b) in connection with any legal proceedings or prospective legal proceedings;
- (c) In order to establish, exercise or defend our legal rights (including providing information to others for the purposes of fraud prevention and reducing credit risk); and/or
- (d) to the purchaser (or prospective purchaser) of any business or asset which we are (or are contemplating) selling.

We may also monitor user and network traffic for site security purposes and may use any information, including personal data to prevent any unauthorised attempts to tamper with our website or cause damage to our property. We also reserve our rights to disclose your personal information either where you have given us explicit consent to do so or otherwise where we may do so in accordance with applicable data protection legislation.

Except as provided in this privacy policy, we will not provide your information to third parties.

Security of your personal data

We are committed to ensuring that your information is secure. We will take reasonable technical and organisational precautions to prevent the loss, misuse or alteration of your personal information, including putting in place suitable physical, electronic and managerial procedures to safeguard and secure the information we collect online.

However, data transmission over the internet is inherently insecure, and we cannot guarantee the security of data sent over the internet.

Your rights

If you do not wish us to collect and use your personal data as set out in this privacy policy, then you should not send any such data to us.

You have a right of access to the personal data that we may hold about you. You may submit a request for this at any time and you are entitled to ask us to confirm if we are using any of your personal data, to give you a description of the data being processed and/or to send you a copy of it. Any such requests should be made in writing and should be addressed to The Company Administrator, Nineteen47 Limited, 106 Micklegate, York, YO1 6JX.

We are obliged to ensure that the information we hold about you is accurate and up to date. You have the right to ensure that any inaccuracies in your personal data are corrected or removed by us. We will promptly correct any information found to be incorrect.

Where we have stated that we may use your personal data on the basis of 'our legitimate interests,' you have a right to object to us processing your information on this basis.

If you give us your consent to process your personal data, you have a right to withdraw that consent at any time.

If you wish to exercise any of your rights as set out above, please contact us using the details provided below.

You also have the right to raise any concerns about the way in which we may handle your personal data with the Information Commissioner. The Information Commissioner is the independent body set up to uphold information and data privacy rights in the UK. Further information about the Information Commissioner's office can be found at www.ico.org.uk.

Cookies

This website uses cookies. In some cases, if we can identify you from the cookies that we use, that information will be classed as personal data. You can find out more information about cookies on our website.

Changes to this policy

We may update this privacy policy from time to time by posting a new version on our website. You should check this page occasionally to ensure you are happy with any changes we may make.

Severability

If a provision of this privacy policy is determined by any court or other competent authority to be unlawful and/or unenforceable, the other provisions will continue in effect. If any unlawful and/or unenforceable provision would be lawful or enforceable if part of it were deleted, that part will be deemed to be deleted, and the rest of the provision will continue in effect.

How to contact us

If you have any questions about this privacy policy or our treatment of your personal data, please write to us by email to info@nineteen47.co.uk or by post, addressing your letter to the Company Administrator at nineteen47 Limited, 106 Micklegate, York, YO1 6JX.