

# Privacy & Cookie Policy

This policy sets out the basis on which I will process any personal data I collect from you, or which you provide to me, in the course of using my site. For the purpose of the Data Protection Act 1998 I am the data controller – Claire Holland of Clairical.co.uk

The terms of this privacy notice will apply to all information collected about:

- visitors to our Website
- people who use our online services, such as those subscribing to our mailing lists
- visitors to our Website who complete an enquiry form/contact application/request we act upon any information or request provided to us

## Your Information

When you use my site, there are a number of ways in which you provide information and other data to me. By using the site, you consent to me processing and collecting this data, on the terms and for the reasons which are explained below.

## How your information is used

I may use your information to:

- ensure that content from my site is presented in the most effective manner for you and for your computer
- provide you with information, products or services that you request from me or which I feel may interest you, where you have consented to be contacted for such purposes
- notify you about changes to my service
- send you my newsletters from time to time

Please note that if you click on, or follow, any links from my site to external websites, my privacy policy will no longer apply. Please check the privacy policies of any such external site before submitting any personal data, as I cannot accept any responsibility or liability in relation to them.

## Data storage

All information you provide to me is stored securely. I take your privacy very seriously, and will take all reasonable steps to protect your personal data, but please be aware that any data which you send to my site is sent at your own risk.

The data that I collect from you may be transferred to, processed and/or stored at a destination outside the European Economic Area ("EEA"). By submitting your personal data, you agree to this. I will take all reasonable steps to ensure that your data is treated securely and in accordance with this privacy policy.

## **Disclosure of your information**

I may disclose your personal information to third parties in the following circumstances:

- to any prospective seller or buyer of all (or part of) my business or assets
- If I am required to do so by law, any applicable regulation or to protect the rights property, or safety of ourselves or others. This may include disclosing to other companies and organisations in connection with fraud protection and credit risk reduction.

## **Cookie policy**

Clairical.co.uk uses Google Analytics, a web analytics service provided by Google. This software uses cookies to track visitor usage. A cookie is a small file of letters and numbers that are stored on your browser or the hard drive of your computer (if you consent to using cookies). Cookies contain information that is transferred to your computer's hard drive.

This site only uses analytical cookies which enable me to recognise and count the number of visitors and to see how visitors move around my website. This helps me to improve the way my website works, for example, by ensuring that users are finding what they are looking for easily.

You can block cookies by activating the setting on your browser that allows you to refuse the setting of all or some cookies. You can read Google's privacy policy here for further information [<http://www.google.com/privacy.html> ].

## **Access to Information**

In accordance with the Data Protection Act 1998 you have the right to access any information that we hold relating to you. Please note that we reserve the right to charge a fee of £10 to cover costs incurred by us in providing you with the information.

## **Contacting Clairical**

Please do not hesitate to contact us regarding any matter relating to this Privacy and Cookies Policy – [Claire.holland@clairical.co.uk](mailto:Claire.holland@clairical.co.uk)