

Privacy Policy

This privacy policy notice is for this website; and served by Charlton Grant Ltd, Express Group Building, College Business Park, Kearsley Road, Ripon, HG4 2RN and governs the privacy of those who use it. The purpose of this policy is to explain to you how we control, process, handle and protect your personal information while browsing or using this website, including your rights under current laws and regulations. If you do not agree to the following policy you may wish to cease viewing / using this website.

This Privacy Policy may be amended or updated from time to time to reflect changes in our practices with respect to the Processing of Personal Data, or changes in applicable law. We encourage you to read this Policy carefully, and to regularly check this page to review any changes we might make in accordance with the terms of this Privacy Policy.

Processing Personal Data

Charlton Grant Ltd collects Personal Data and Anonymous Data from you when you visit our websites or when you send us information or communications. "Personal Data" means data that allows someone to identify you, including, for example, your name, address, telephone and mobile numbers, email address, as well as any information about you that is associated with or linked to, or could be linked to, any of the foregoing data.

"Anonymous Data" means data that is not associated with or linked to your Personal Data.

Anonymous Data does not permit the identification of individual persons. We collect Personal Data and Anonymous Data, as described below.

Collection of Personal Data: We may collect Personal Data from you, such as your name, address and contact details when you subscribe to one of our publications or attend our events. We also collect other types of Personal Data that you provide to us voluntarily, when, for instance, you respond to surveys and questionnaires. If you provide us feedback regarding our websites or services via email, we will collect your name and email address in order to send you a reply.

Categories for Personal Data: The categories of Personal Data about you that we may Process include:

- Personal details: information that you provide to us for the purpose of registering with us, including: given name(s); preferred name; country; preferences
- Contact details: information that you provide to us for the purpose of subscribing to our services, including: postal address; email address; telephone number
- Device details: device type, operating system, browser type, browser settings, IP address, language settings, dates and times of connecting to our websites
- Usage details: information about your visits and use of the websites including geographical location, referral source, length of visit, page views and website navigation

Lawful basis for Processing Personal Data: In processing your Personal Data in connection with the purposes set out in this policy, we may rely on one or more of the following legal bases, depending on the circumstances:

- We have obtained your prior express consent to Processing (this legal basis is only used in relation to Processing that is entirely voluntary – it is not used for Processing that is necessary or obligatory in any way);
- The Processing is necessary in connection with any contract that you may enter into with us;

- The processing is required by applicable law;
- The processing is necessary to protect the vital interests of any individual; or
- We have a legitimate interest in carrying out the Processing for the purpose of managing, operating or promoting our business, and that legitimate interest is not overridden by your interest, fundamental rights or freedoms.

Purposes for which we may Process your Personal Data: The purposes for which we may Process Personal Data, subject to applicable law, include:

- Our websites: operating and managing our websites; providing content to you; displaying advertising and other information to you; and communicating and interacting with you via our websites;
- Provision of services to you: providing our websites and other services to you (including suggesting content that may be of interest to you, based on your past activity); communicating with you in relation to those services; recommending content that may be of interest to you. Such services include sending you marketing messages if you have given us permission to do so and sending electronic newsletters and promotional emails to you;
- Marketing communications: communicating with you via means (including via email, social media, direct mail or in person) information in which you may be interested, subject to ensuring such communications are provided to you in compliance with applicable law;
- Customer service messages: we also use your Personal Data for customer service messages, and to notify you about updates to our services and to respond to your requests;

If you elect to receive communications from us we may periodically send you free newsletters and emails that directly promote the use of our sites / publications and may contain advertisements for third parties

Disclosure of your Personal Data to Third Parties

Except as otherwise stated in this Privacy Policy and in our Privacy Notices where you give us your explicit consent, we do NOT sell, trade, or rent the Personal Data collected from our services to third parties.

We may disclose your Personal Data to other entities within Charlton Grant Ltd, for legitimate business purposes (including providing services to you and operating our websites), in accordance with applicable law;

- legal and regulatory authorities, upon request, or for the purposes of reporting any actual or suspected breach of applicable law or regulation;
- any relevant party, law enforcement, agency or court, to the extent necessary for the establishment, exercise or defence of legal rights;
- if another company acquires our company or our assets, that company will possess the Personal Data collected by it and us and will assume the rights and obligations regarding your Personal Data as described in this Privacy Policy and the terms under which you submitted your data;
- if you send a testimonial or comment to us, we may post it on our websites or use it in advertising materials. We will attribute your testimonials to you by posting your first and last initial or your first name and last initial next to your testimonial and company name on our site or advertising materials, if provided.

Data Security

Charlton Grant Ltd is committed to protecting the security of your Personal Data. We use a variety of industry-standard security technologies and procedures to help protect your Personal Data from unauthorised access, use, or disclosure.

Charlton Grant Ltd has implemented other industry-standard electronic means of protecting your Personal Data. We store Personal Data behind a firewall, a barrier designed to prevent outsiders from accessing our servers.

Except as provided elsewhere in this Privacy Policy, Charlton Grant Ltd limits access to Personal Data in electronic databases to those persons (including employees and contractors) in Charlton Grant Ltd organisation who have a business need for such access and those persons are under contract to keep your data secure.

Data Accuracy

We take reasonable measures to ensure that:

- Your Personal Data that we Process is accurate and, where necessary, kept up to date, and
- Any of your Personal Data that we Process that is inaccurate (having regard to the purposes for it is Processed) is erased or rectified without delay.

Cookies

We use cookies on this website to provide you with a better user experience. We do this by placing a small text file on your device / computer hard drive to track how you use the website, to record or log whether you have seen particular messages that we display, to keep you logged into the website where applicable, to display relevant adverts or content, referred you to a third party website.

We use a cookie control system which allows you to accept the use of cookies. Some cookies will be saved for specific time periods, where others may last indefinitely. Your web browser should provide you with the controls to manage and delete cookies from your device, please see your web browser options.

When you click on advertisements or links on Charlton Grant Ltd websites, you will leave that website and go to another website. During this process, a third party (including a third party advertising service that may provide services to an advertiser) may collect Personal Data or Anonymous Data from you, such as the URL you just came from, the URL you go to next, your browser type, and your IP address. Our display of advertisements or links to any other company or site is for your convenience and does not signify our endorsement of such company or website (or the contents of the website). We have no control over, we do not review, and our Privacy Policy does not apply to, these other companies, websites, or to any collection of data after you click on an advertisement or link to a third party.

Contact Details

If you have any comments, questions or concerns about any of the information in this Privacy Policy, or any other issues relating to the Processing of Personal Data by Charlton Grant Ltd, please contact:

Data Controller
Charlton Grant Ltd
Express Group Building
College Business Park
Kearsley Road
Ripon
HG4 2RN

Email: info@charltongrant.co.uk

Telephone: [+44 \(0\)1765 600909](tel:+44(0)1765600909)

Changes to this Privacy Policy

We may amend this Privacy Policy from time to time. If we make material changes in the way we collect, use, and / or share your Personal Data, we may notify you by sending you an email to the last email address you provided to us, by writing to your last known postal address and / or by prominently posting notice of the changes on our websites.