



## Privacy Policy

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# Privacy Policy

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calfordseaden is committed to ensuring the protection of your privacy. Should you choose to submit your contact details to us, we will only use them in accordance with this Privacy Policy.

## Collection and use of information

The information we collect includes your name and email address. We use this information to provide you with email newsletters notifying you of updates about calfordseaden. This includes updates with project information, new services announcements and company news including upcoming events.

From time to time, we may also use your information to contact you via email for market research purposes, but we will never share your information with third parties.

## Website Cookies

Our website uses cookies to enable us to track users movements from Google Analytics. This allows us to ensure the site is working efficiently and successfully meets the needs of our users whilst identifying any improvements we could make. In continuing to use this website, you agree to have these cookies installed in your browser.

Google Analytics stores information about the pages you visit on our site, the duration of time spent on each page, how you got to the site and what you have clicked on whilst visiting the site.

## Keeping your information secure

We are committed to ensuring that your information is secure which is why we have exemplary safety procedures in place, both physically and electronically, to prevent unauthorised access to the information we collect.

We will retain your information for as long as you would like to receive information from us. If at any time you wish to stop receiving our emails, you can unsubscribe from the bottom of any of our emails and we will delete the information you provided when subscribing from our systems.

If at any time you wish to access the personal data we hold on you; to receive a copy of it; to ask us to stop using it; or if you believe the information we hold is not correct, please contact our Data Protection Representative (details below) and we will respond to you as soon as possible and within one month.

If for any reason you are not satisfied that we are using your information solely as outlined above, or you believe that we have not acted appropriately in relation to your information, you can contact the Information Commissioner's Office to make a complaint at <https://ico.org.uk>.

## About Us

This Privacy Policy is provided by calfordseaden, St John's House, 1A Knoll Rise, Orpington, Kent, BR6 0JX. For further information, or to object to our use of your information, please contact our Data Protection Representative, Christopher Manser at [cmanser@calfordseaden.com](mailto:cmanser@calfordseaden.com).