**Privacy statement**

We **(Brinkworth House)** collect

* Information that relates to and can identify you (eg. name, email address, telephone).
* Anonymous information about your computer and about your website visit but which does not identify you personally.

We collect personal information from you when you:

* Send us an email directly or when using our contact form.

Whenever we collect information about you personally, it is only done with your knowledge and consent and you have the right to ask us to stop using this information, for example by unsubscribing to by following a link

If we collect any personal information (e.g. through a contact form) we will be clear about it and draw your attention to our privacy policy available on our web site.

We also collect anonymous information from visitors to our website using analytics tools.  These files cannot identity you personally, but can be used by us to, for example:

* Measure how many people are using our services, the relevance of our web content and other performance-related data

Examples include   
Google Analytics This is a web analytics tool provided by Google that enables us to evaluate how users (anonymously) use our site, which of our communications campaigns are working and which parts of the site need improvement. You can use the Google Analytics Opt-Out Browser Add-on to disable tracking by Google Analytics.

If you are not happy for cookies to be set on your device you can:

* Discontinue use of the site
* Delete the cookies following your visit
* Browse the site using your browser’s anonymous usage setting (Incognito in Chrome, InPrivate for Internet Explorer, Private Browsing in Firefox, Safari, etc.)

You can find out more about cookies and how to manage them at www.allaboutcookies.org

**How we use your information**

Personal data

We may also contact you with information about our products and services that we think you may be interested in.

**Anonymous information**

Anonymous information about the way people use our website can be aggregated into statistics that show us how our websites are used and help us improve the user experience of the services we provide.

**How we protect your information**

We maintain appropriate technical and operational measures to safeguard your personal data. The servers containing your personal data are located in secure data centre locations where access is limited to authorised staff.

The personal data which Brinkworth House hold is never modified or disclosed to any third party other than as described in this policy. We never sell, rent or trade your personal data.

We will remove your personal data from our systems as soon as you instruct us to do so.

We continually monitor our systems and practices to verify that this policy is followed to ensure the security and confidentiality of the information that we collect. All our staff have been instructed in the importance of the General Data Protection Regulation, information security and this privacy policy.

**Access to your information**

You have the right to ask us:

|  |  |
| --- | --- |
| ·        to remove all the personal data that we hold about you.  ·        to give you a description of the personal data that we hold for you | ·        to tell you why we are holding it  ·        to require us to correct any mistakes  · |

Please contact us at **enquiries@brinkworthhouse.co.uk** if you want to make use of these rights.