

## Website Privacy Policy

We are committed to safeguarding the privacy of our website visitors; this policy sets out how we will treat your personal information.

### What do we collect

We may collect, store and use the following kinds of personal data:

Information about your computer and about your visits to and use of this website, such as your IP address, geographical location, browser type, referral source, length of visit and number of page views. Information that you provide to us for the purpose of subscribing to our website, services, email notifications and/or newsletters.  
Any other information that you choose to send to us.

### Personal Information

Personal information is managed in compliance with the UK Data Protection Act 1988 and any other relevant legal requirements. We will keep personal information confidential except where disclosure is required by law. Data may be used 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. Personal information will be retained for as long as considered necessary. We will not sell, rent or lease email addresses or other personal information to third parties. Data may be used in connection with any legal proceedings or prospective legal proceedings

### Cookies

We use cookies on this website. A cookie is a small piece of data sent from a website and stored in a user's web browser while the user is browsing that website. The data file is then sent back to the server each time the browser requests a page from the server. This enables the web server to identify and track the web browser. We operate an 'implied consent' policy which means that we assume visitors are happy with this usage.

We may send a cookie which may be stored on by your browser on your computer's hard drive. We may use the information we obtain from the cookie in the administration of this website, to improve the website's usability and for marketing purposes. We may also use that information to recognise your computer when you visit our website, and to personalise our website for you

Most browsers allow you to refuse to accept cookies. (For example, in Internet Explorer you can refuse all cookies by clicking "Tools", "Internet Options", "Privacy", and selecting "Block all cookies" using the sliding selector.) This will, however, have a negative impact upon the usability of many websites

We use Google Analytics to analyse the use of this website. Google Analytics generates statistical and other information about website use by means of cookies, which are stored on users' computers. The information generated relating to our website is used to create reports about the use of the website. Google will store this information. Google's privacy policy is available at: <http://www.google.com/privacypolicy.html>.

### **Using your personal data**

Personal data submitted on this website will be used for the purposes specified in this privacy policy or in relevant parts of the website.

We may use your personal information to:

- Deal with enquiries and complaints made by or about you relating to the website;
- Improve your browsing experience by personalising the website;
- Enable your use of the services available on the website;
- Send statements and invoices to you, and collect payments from you
- Send you general (non-marketing) commercial communications;
- Send you email notifications which you have specifically requested;

### **Safeguarding your personal data**

We take reasonable technical and organisational precautions to prevent the loss, misuse or alteration of your personal information. We store all the personal information you provide on our secure servers. We cannot guarantee the security of data sent over the internet.

### **Other Third party websites**

The website may contain links to other websites. We are not responsible for the privacy policies or practices of third party websites.

### **Your rights and Updating information**

You may instruct us to provide you with any personal information we hold about you. Please let us know if the information which we hold about you needs to be corrected or updated or removed.

### **Contact**

If you have any questions about this privacy policy or our treatment of your personal data, please write to us by email to [mail@norton-associates.co.uk](mailto:mail@norton-associates.co.uk)