

## Divine Clark PR Limited Privacy Notice

Divine Clark PR Limited (TIPFS) is committed to respecting and protecting your privacy. Please take the time to read this privacy notice, which contains important information about the way in which we collect, store and process any personal data you provide to us. This privacy notice may change from time to time and, if it does, the up-to-date version will always be available on our website and becomes effective immediately.

### Who we are

Divine Clark PR Limited is a company registered in England under number 08383950. Our registered office is at 74 Lairgate, Beverley, East Yorkshire, England, HU17 8EU.

### The personal data we will collect and use.

When you supply any personal information (data) to us, we hold that data as data controller for the purposes of data protection regulations. Under these regulations, we have legal obligations towards you in the way we use this data. We must collect the information fairly, that is, we must explain how we will use it and tell you if we want to pass the information on to anyone.

Personal data is any information relating to an individual. In the course of providing our advice services to you we need to collect personal information from you in order for us to provide you with advice. The amount of information we may collect will depend upon the type of advice being given but could include:

- contact information
- company information
- details of your employees

Please Note: if you are providing information about another person we expect you to ensure that they know you are doing so and are content with their information being provided to us. You might find it helpful to show them this privacy notice and if they have any concerns please contact us.

### How do we collect your personal data?

The information that we hold may be supplied by you directly to us in many ways; by telephone, face to face meeting, e-mail or other correspondence.

### How we use your personal data?

Primarily, as we process your personal data because it is necessary for the performance of, or entry into, a contract with you.

We may from time to time contact you with newsletters and other promotional materials if you have opt-ed in to do so.

### Keeping your data secure

The information we hold will be stored on computer. Copies of any quotes and proposals we have produced for you, will also be held on file.

### The period for which we will keep your data

We may keep your data for up to 5 years after you stop being a client. The reasons we do this are in case we need to respond to a question or complaint. In any event we will not store your information for longer than is reasonably necessary or required by law.

### Sharing your personal data

For clients we may need to share your personal contact information with journalists for purpose of interview and or to other colleagues for the purpose of introducing new business contacts, in both cases we will seek your permission prior to supplying this information. We will not share your information to third parties in any other case.

### Marketing

We may use personal data we hold about you to help us identify, tailor and provide you with details of products and services from us that may be of interest to you. We will only do so where we have obtained your consent in accordance with any marketing preferences you have provided to us. You will be able to opt-in to receive marketing promotions or amend your marketing preferences at any time by writing to us.

### Sending your data outside of the EEA

We will not transfer your personal data outside of the European Economic Area,

### Accessing personal data

You can ask to get a copy of your personal data from us. To obtain a copy of the personal information we hold on you please write to our trading address: Divine Clark PR Limited, Essex House, Manor Street Hull, HU1 1YU or e-mail: [jess@divineclarkpr.co.uk](mailto:jess@divineclarkpr.co.uk). We aim to respond to such requests within 28 days.

### Changing or erasing your data:

You can ask us to correct any inaccurate information we hold. You can also ask that we erase your personal data by contacting us if you think we no longer need to use it for the purposes we collected it from you.

### Additional information regarding our Website

Our website may, from time to time, contain links to and from the websites of advertisers and partners. If you follow a link to any of these websites, please note that these websites have their own privacy policies and that we do not accept any responsibility or liability for these policies. Please check these policies before you submit any personal data to these websites.

Our website does not automatically capture or store personal information, other than logging the user's IP address and session information such as the duration of the visit and the type of browser used. This is recognised by the web server and is only used for system administration and to provide statistics. Links to other web sites do not imply any endorsement, validation or responsibility by Divine Clark PR Limited as to the content or privacy policies of such sites. We cannot guarantee that these links will work all of the time and we have no control over the availability of the linked pages.

Use of cookies on our website: A cookie is a small text file that is downloaded onto your computer when you visit certain websites and allows a website to recognise a user's computer. Cookies are used to help users navigate websites more efficiently and to perform certain functions, as well as to provide information to the owners of the website.

Google Analytics: This website uses Google Analytics, a web analytics service provided by Google, Inc. Google Analytics sets a cookie in order to evaluate your use of our website and compile reports for us on activity of our website.

What Information do we collect: Each time you visit our website, we may automatically collect the following information: Web usage information (e.g. IP address), your login information, browser type and version, time zone setting, operating system and platform.

Information about your visit, including the full Uniform Resource Locators (URLs) clickstream to, through and from our website (including date and time); time on page, page response times, download errors, length of visits to certain pages, page interaction information (such as scrolling, clicks and mouse-overs).

Location, device and demographic information (Google Analytics provides age range and gender information. Find out more about how Google collects demographic data).

How do I restrict or delete cookies? The cookies we use are essential for parts of the website to operate, some may have already been set. You may delete and block all cookies from this website, but please be aware that restricting or deleting cookies may impact on the functionality of the website. Your web browser may allow you to restrict or delete cookies set by this website. The Help function within your browser should tell you how. Alternatively, you can visit [www.allaboutcookies.org](http://www.allaboutcookies.org) which provides general information about cookies and how you can manage cookies on your computer.

Reporting a problem with our website: Should you report an issue on the website, we act upon the report but we do not store your information.

If you contact us, we may keep a record of that correspondence but you may ask to be unsubscribed at any time.

#### Complaints

In the unlikely event that you have a complaint about the way in which your details are used or stored by this company, please contact:

The Directors, Divine Clark PR Limited, Essex House, Manor Street, Hull, HU1 1YU.

E-mail: [jess@divineclarkpr.co.uk](mailto:jess@divineclarkpr.co.uk)

You also have the right to make a complaint to the Information Commissioner's Office. For more details please visit the ICO website at <https://ico.org.uk/>. We would ask that you please attempt to resolve any issues with us before the ICO.

#### Next Steps

If you have any questions about this privacy notice or the information we hold about you then please contact us.

