

Big Plan Group – Privacy Policy

We are committed to protecting your privacy. We will only use the information that we collect about you lawfully (in accordance with the Data Protection Act 1998).

We will give you the chance to refuse any marketing email from us. We do not sell, rent or trade your personal information to third parties for marketing purposes without your express consent.

(1) The type of information we will collect about you includes:

- Your Name
- Company Name
- Your Position
- Address
- Phone Number
- Email Address
- Product / Service Interest

We will never collect sensitive information about you without your explicit consent. The information we hold will be accurate and up to date. You can check the information that we hold about you by emailing us. If you find any inaccuracies, we will delete or correct it promptly. The personal information which we hold will be held securely.

(2) Cookies

A cookie consists of information sent by a web server to a web browser and stored by the browser. The information 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 may use both “session” cookies and “persistent” cookies on the website. We will use the session cookies to: keep track of you whilst you navigate the website; and record your activity. We will use the persistent cookies to: enable our website to recognise you when you visit;

Session cookies will be deleted from your computer when you close your browser. Persistent cookies will remain stored on your computer until deleted, or until they reach a specified expiry date.

Big Plan Group 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>.

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.

For more detailed information on cookies visit allaboutcookies.org

(3) 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:

- (a) to assist you to find a job and to enable us to contact you.
- (b) administer the website;
- (c) improve your browsing experience by personalising the website;
- (d) enable your use of the services available on the website;
- (e) send you general commercial communications;
- (f) send you email notifications which you have specifically requested;
- (g) send to you [our newsletter and other] marketing communications relating to our business [or the businesses of carefully-selected third parties] which we think may be of interest to you by post or, where you have specifically agreed to this, by email or similar technology (you can inform us at any time if you no longer require marketing communications)
- (h) provide third parties with statistical information about our users – but this information will not be used to identify any individual user;
- (i) deal with enquiries and complaints made by or about you relating to the website;
- (j) we may be required to pass on information to third parties as part of the recruitment process.

By submitting your personal information, either via our web site or otherwise, you are explicitly authorising us to disclose information provided by you to outside third parties. Although, we will use our best endeavours to ensure that the information you submit to us remains private and only used for the purposes outlined herein.

We will not without your express consent provide your personal information to any third parties for the purpose of direct marketing.

(4) Disclosures

We may disclose information about you to our employees and clients insofar as reasonably necessary for the purposes as set out in this privacy policy. In addition, we may disclose information about you:

- (a) to the extent that we are required to do so by law;
- (b) in connection with any legal proceedings or prospective legal proceedings;
- (c) 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); and
- (d) to the purchaser (or prospective purchaser) of any business or asset which we are (or are contemplating) selling.

(5) Security of your personal data

We will take reasonable technical and organisational precautions to prevent the loss, misuse or alteration of your personal information.

We will store all the personal information you provide on our secure (password- and firewall- protected) servers. All electronic transactions you make to or receive from us will be encrypted.

Of course, data transmission over the internet is inherently insecure, and we cannot guarantee the security of data sent over the internet.

(6) Policy amendments

We may update this privacy policy from time-to-time by posting a new version on our website.

You should check this page occasionally to ensure you are happy with any changes.

We may also notify you of changes to our privacy policy by email.

(7) Your rights

You may instruct us to provide you with any personal information we hold about you.

You may instruct us not to process your personal data for marketing purposes by email at any time. (In practice, you will usually either expressly agree in advance to our use of your personal data for marketing purposes, or we will provide you with an opportunity to opt-out of the use of your personal data for marketing purposes.)

(8) Third party websites

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

(9) Updating information

Please let us know if the personal information which we hold about you needs to be corrected or updated.

(10) Contact

If you have any questions/comments about privacy, you should email us at info@bigplangroup.co.uk or call 07850 103133. Big Plan Ltd is registered in England and Wales No: 7165584.

Registered company address: Canada House, 20-20 Business Park, Maidstone, Kent, ME16 0LS, St Leonard Road UK. Big Plan Ltd is a VAT registered company. VAT registration number 98806955.