

Website Privacy Policy

This website privacy policy describes how Gardner Leader protects and makes use of the information you give the company when you use this website.

If you are asked to provide information when using this website, it will only be used in the ways described in this privacy policy.

This policy is updated from time to time. This website privacy policy was updated on 7 November 2016.

If you have any questions about this policy please email: info@gardner-leader.co.uk or write to: Gardner Leader, White Hart House, Market Place, Newbury, Berkshire, RG14 5BA, UK.

Introduction

We gather and use certain information about individuals in order to enable certain functions on this website.

We also collect information to better understand how visitors use this website and to present timely, relevant information to them.

What data we gather

We may collect the following information:

- Name and job title
- Contact information including email address
- Demographic information, such as postcode, preferences and interests
- Website usage data
- Other information relevant to client enquiries
- Other information pertaining to special offers and surveys

How we use this data

Collecting this data helps us understand what you are looking for from the company, enabling us to deliver improved products and services.

Specifically, we may use data:

- For our own internal records

- To improve the products and services we provide
- To contact you in response to a specific enquiry
- To customise the website for you
- To send you promotional emails or mailings about products, services, offers and other things we think might be relevant to you
- To contact you via email, telephone or mail for market research reasons

Cookies and how we use them

What is a cookie?

A cookie is a small file placed on your computer's hard drive. It enables our website to identify your computer as you view different pages on our website.

Cookies allow websites and applications to store your preferences in order to present content, options or functions that are specific to you. They also enable us to see information like how many people use the website and what pages they tend to visit.

How we use cookies

We may use cookies to:

- Analyse our web traffic using an analytics package - aggregated usage data helps us improve the website structure, design, content and functions
- To recognise when you return to our website - we may show your relevant content, or provide functionality you used previously

Cookies do not provide us with access to your computer or any information about you, other than that which you choose to share with us.

Controlling cookies

You can use your web browser's cookie settings to determine how our website uses cookies. If you do not want our website to store cookies on your computer or device, you should set your browser to refuse cookies.

However, please note that doing this may affect how our website functions. Some pages and services may become unavailable to you.

Unless you have changed your browser to refuse cookies, our website will issue cookies when you visit it.

Controlling information about you

If you have any queries please contact us via one of these methods:

- Send an email to info@gardner-leader.co.uk

- Write to us at: Gardner Leader, White Hart House, Market Place, Newbury, Berkshire, RG14 5BA, UK

We will never lease, distribute or sell your personal information to third parties unless we have your permission or the law requires us to.

Any personal information we hold about you is stored and processed under our data protection policy in line with the Data Protection Act 1998.

Security

We will always hold your information securely.

To prevent unauthorised disclosure or access to your information, we have implemented strong physical and electronic security safeguards.

We also follow stringent procedures to ensure we work with all personal data in line with the Data Protection Act 1998.

Links from our site

Our website may contain links to other websites.

Please note that we have no control of websites outside the www.gardner-leader.co.uk domain. If you provide information to a website to which we link, we are not responsible for its protection and privacy.