



SIMPSON HILDER  
ASSOCIATES LIMITED

## PRIVACY POLICY

### Introduction

Simpson Hilder Associates (SHA), is committed to meeting its Data Protection obligations and ensuring the protection and security of all personal information.

This Privacy Policy has been published to explain how it uses any personal information and outline the procedures which are in place to safeguard your privacy.

Should we ask you to provide any information by which you can be identified when attending an event, making an e-mail enquiry or visiting our website you can be assured that it will only be used in accordance with this privacy statement.

In regard to our website, e-marketing and other associated marketing activities SHA manages our own client data and are fully compliant with General Data Protection Regulations (GDPR).

Your privacy is of the highest importance to us, and we will never release your personal details to any third party without your express consent. We do not sell, trade, or rent any personal information to other organisations.

When certain personal information is collected from you (for example: your name, company name, email address and job title). All such information is held on secure servers.

SHA complies fully with all applicable Data Protection Regulations and will treat all your personal information as confidential.

### What we do with the information we collect

We require this information to be able to offer you company updates or information regarding services that we think will be of interest to you. We will also provide information on events we are holding. These events may be networking opportunities or hospitality events like wine tasting, golf days or similar events attended by other professionals. From time to time, we may also use your information to contact you for market research purposes.

We may contact you by email, post or via the telephone. We will hold the information for a period of up-to ten years but will review this periodically.

### Website Tracking

SHA uses site-tracking software to monitor visitor traffic patterns and site usage. This software does not enable us to capture any personal information.

### Cookies

Cookies are small pieces of information which are stored by your browser on your computer's hard drive. SHA uses cookies on their site to reduce the need to re-enter personal data when submitting information. You can set your browser to alert you prior to accepting cookies.

## **Accessing Your Records**

You have the right to request a copy of any information which we hold about you. If you wish to receive a copy of this information please write to the Practice Manager, Simpson Hilder Associates, 67a High Street, Lyndhurst, Hampshire, SO43 7BE.

## **Security**

We are committed to ensuring that your information is secure. In order to prevent unauthorised access or disclosure, we have put in place suitable physical, electronic and managerial procedures to safeguard and secure the information we collect online. If our data storage is subject to any kind of external breach we promise to notify you within 72 hours.

## **Your right to withdraw consent**

You have the right to withdraw consent at any time by emailing [sha@simpsonhilder.co.uk](mailto:sha@simpsonhilder.co.uk) or writing to the Practice Manager.

This policy is effective from 1 May 2018.

**David Simpson on behalf of  
SIMPSON HILDER ASSOCIATES**