



www.GPProjects.com

GPPROJECTS LIMITED PRIVACY NOTICE

This privacy policy applies between you, the user of this website or customer, and GPProjects Limited. This privacy policy will explain how our organisation uses the personal data we collect from you when you use our website or contract us to provide services for you.

Scope of this privacy policy

This privacy policy only applies to the actions of GPProject Ltd and users/customers with respect to this website and day to day delivery of our services. It does not extend to any websites that can be accessed from this website.

For purposes of the applicable Data Protection Laws, GPProjects Limited is the “data controller”. This means that GPProjects Limited determines the purpose for which, and the manner in which, your data is processed.

How we collect data

We collect data in the following ways:

- Data that is given to us by you, when you contact us by telephone, post, email or other means, and
- Data that is collected automatically through your use of this website.

What data do we collect?

Our company collects the following data:

- Personal identification information (Name, email address, phone number etc), and
- Information about your visit to this website, including your IP address, the date, times and frequency with which you access the website, and websites you visited, starting with a referring website, your activity on this website, and the site you exit to. We collect this data automatically via cookies, in line with the cookie settings on your browser.

How will we use your data?

Our company collects your data so that we can:

- Carry out the services for which we are engaged, and
- Make improvements to the website content and navigation. This is based on analysis of aggregated anonymised user data through the use of Google Analytics.

How do we store your data?

We store your data on secure Microsoft servers, located in the UK.

Unless a longer retention period is required or permitted by law, we will keep your contact details on our systems for the period necessary to fulfil the purposes outlined in this privacy policy, or until you request that data to be deleted.

Who do we share the data with?

We share your visit data with Google for benchmarking purposes

Your rights

You have the following rights in relation to your Data:

8 Fredrick Sanger Road, Surrey Research Park, Guildford, GU2 7YD, UK
Phone: +44 (0) 1483 685200 Fax: +44 (0) 1483 685201

The right to access – You have the right to request copies of your personal data that we hold.

The right to rectification – You have the right to request that we correct any information you believe is inaccurate. You also have the right to request we complete information you believe to be incomplete.

The right to erasure – You have the right to request that we erase your personal data, under certain conditions.

The right to restrict processing – You have the right to request that we restrict the processing of your personal data, under certain conditions.

The right to object to processing – You have the right to object to our processing of your personal data, under certain conditions.

The right to data portability – You have the right to request that we transfer the data we have collected to another organisation, or directly to you, under certain conditions.

If you make a request, we have one month to respond to you. If you would like to exercise any of these rights, please contact us at our email: enquiries@gpprojects.com

What are cookies?

Cookies are small text files that are placed on your computer by websites that you visit. They are widely used in order to make websites work, or work more efficiently, as well as to provide information to the owners of the site. For further information, visit www.allaboutcookies.org

Most web browsers allow some control of most cookies through the browser settings. The above website provides more information about cookies, including how to see what cookies have been set, and how to remove cookies from your browser.

What cookies do we use?

When you visit our website, we collect information from you automatically through cookies or similar technology. We use the Universal Analytics (Google) cookies `_ga`, `_gali`, `_gat`, and `_gid` to collect information about how visitors use our website. We use the information to compile reports and to help us improve the website. The cookies collect information in a way that does not directly identify anyone, including the number of visitors to the website, where visitors have come to the website from and the pages they visited. An overview of Google's privacy and safeguarding data is available:

<https://support.google.com/analytics/answer/6004245>

Privacy policies of other websites

Our website contains links to other websites. Our privacy policy applies only to our website, so if you click on a link to another website, you should read their privacy policy too.

Changes to our privacy policy

We keep our privacy policy under regular review and place any updates on this webpage. This policy was last updated on 15 May 2020.

How to contact us

If you have any questions about our privacy policy, the data we hold on you, or you would like to exercise one of your data protection rights, please do not hesitate to contact us by email: enquiries@gpprojects.com

How to contact the appropriate authority

Should you wish to report a complaint or if you feel that we have not addressed your concern in a satisfactory manner you may contact the Information Commissioner's Office. Further details are provided here: <https://ico.org.uk/make-a-complaint/>