

## **JN PARTNERSHIP LTD - PRIVACY POLICY**

By submitting your information on this website (the "Site") you consent to the use of that information in accordance with this Privacy Policy.

### **1 INTRODUCTION**

- 1.1 For the purposes of the Data Protection Act 1998 the 'Data Controller' for this Site is JN Partnership Limited ("JN Partnership").
- 1.2 The privacy and security of our clients is important to us. This privacy policy explains how we use the information we collect about you, how you can instruct us if you prefer to limit the use of that information, and the procedures that we have in place to safeguard your privacy.

### **2 THE INFORMATION WE COLLECT AND HOW WE USE IT**

- 2.1 When you register with us, we need to know your name, address, and email address and various other details. We gather this information to allow us to contact you efficiently and deal with any request for our services or for information. The relevant information is used by us, and our agents to communicate with you regarding our services or as otherwise required.
- 2.2 We may also wish to provide you with information about special features of our Site or any other services from JN Partnership that we think may be of interest to you. If you would rather not receive this information, please send an email message to [admin@jnpartnership.co.uk](mailto:admin@jnpartnership.co.uk) with 'unsubscribe' in the subject line.
- 2.3 Any information that we collect about you is stored electronically on our database. It may also be printed and stored in our filing system.

### **3 OUR USE OF COOKIES AND OTHER INFORMATION GATHERING TECHNOLOGIES**

- 3.1 JN Partnership may use cookies and other information gathering technologies for the purposes of collecting information and statistics about the users of this Site or for making your use of the Site more efficient, but such information will not be used to identify any individual.
- 3.2 Although a cookie may provide an automated identification of your computer to our workstation, no personal data is stored in the cookie.
- 3.3 You may adjust your computer's settings to block cookies, or to accept them only on confirmation from you. Because of the wide variety of browsers and operating systems used by our customers we cannot provide detailed instructions for this, however your browser should contain details in its help facility.

### **4 HOW WE PROTECT YOUR INFORMATION**

- 4.1 We will keep your personal information and that relating to your colleagues (where applicable) confidential, except to the extent that we are compelled to disclose it by law (including but not limited to where fraud or other crime is involved).

- 4.2 To comply with the Data Protection Act 1998 we follow strict security procedures for storing data. The personal information which we hold will be held securely to ensure no unauthorised disclosure or access. The internet is not a secure medium. We have put in place various security measures but you are advised to treat the internet as an insecure medium in your communications with us.
- 4.3 Where we take payment details from you through this Site, your payment information will not be retained by us and will not be disclosed to anyone under any circumstances.
- 4.4 We have appointed an agent to collect credit card payments for our services from you on our behalf. All credit card transactions conducted from this Site are carried out over a secure link for your security. By transmitting your credit card details, you agree to our agent using your details for the purposes of authorising your credit card, debiting your credit card account for such of our services you order and advising us that payment has been made.

## **5 UPDATING YOUR DETAILS**

- 5.1 If any of the information that you have provided to JN Partnership changes or inaccurate, for example if you change your email address, please let us know the correct details by sending an email to [admin@jnpartnership.co.uk](mailto:admin@jnpartnership.co.uk).
- 5.2 Should you wish to obtain a copy of the personal data that we hold on you, please send an e-mail to the following address: [admin@jnpartnership.co.uk](mailto:admin@jnpartnership.co.uk). As soon as we are satisfied as to your identity, we will send to you, within 40 days, a copy of all the data that we hold concerning you.

## **6 MISCELLANEOUS**

- 6.1 If JN Partnership is sold or integrated into any third party company or organisation your details may be disclosed to our advisers and any prospective operators and their advisers and will be passed on to the new operators of JN Partnership.

## **7 YOUR CONSENT**

- 7.1 By submitting your information you consent to the use of that information as set out in this policy.
- 7.2 If we change our privacy policy we will post the changes on this page, and may place notices on other pages of the Site, so that you may be aware of the information we collect and how we use it at all times. We may also email you should we make any changes so that you may consent to our use of your information in that way. Continued use of our services will signify that you agree to any such changes.
- 7.3 Owing to the global nature of the internet's infrastructure the information you provide may be temporarily transferred to and stored in countries outside the European Economic Area (the "EEA") that do not have similar protections in place regarding your data and its use as set out in this policy whilst in transmission. If we do transfer your data outside of the EEA we will ensure that there is an adequate level of protection in place in accordance with the Data Protection Act. By agreeing to our Terms of Use you consent to any transfer of your personal information outside of the EEA.