

At Beever and Struthers we are committed to protecting and respecting your privacy. This policy describes how we collect and use personal data about you, in accordance with the General Data Protection Regulation (GDPR), the Data Protection Act 1998 and any other national implementing laws, regulations and secondary legislation, as amended or updated from time to time, in the UK (Data Protection Legislation).

In relation to any contract to provide you with professional services please also refer to our general terms and conditions of business, forming part of our terms of engagement, for further information in relation to data protection and confidentiality. These terms can be found here:

<http://www.beeverstruthers.co.uk/userfiles/Beever-and-Struthers---General-Terms-of-Business---April-2018.pdf>

In relation to employment matters please refer to our separate privacy statements, available within the “careers” section of our website for job applicants and published internally as part of our policies and procedures for current members of staff.

Changes to our privacy policy

Any changes we make to our privacy policy in the future will be posted on this page and, where appropriate, notified to you by e-mail. Data protection law will change on 25 May 2018. This notice sets out most of your rights under Data Protection Legislation.

Please check back frequently to see any updates or changes to our privacy policy.

Personal data and processing

Personal data is information that can be used to identify a living individual, and includes name, address, phone number and email address. It may also include information about your health and other “sensitive personal data”.

The definition of processing data under Data Protection Legislation is wide and can include obtaining, recording, using and holding personal data. Erasure and destruction of data is also covered.

Data controllers

Data controllers decide what personal data is collected and how it is used. For the purposes of Data Protection Legislation, the data controller is Beever and Struthers.

Beever and Struthers is included on the register of data controllers here: <https://ico.org.uk/about-the-ico/what-we-do/register-of-data-controllers/> (registration number Z6318779)

Our registered office is St Georges House, 215-219 Chester Road, Manchester M15 4JE.

Please note that for certain engagements, we may act as either data processors or data controllers or both for our clients, and this is defined in our terms of engagement with you.

Collection of personal data

We will collect and process personal data about you that you give us by filling in forms on our website (www.beeverstruthers.co.uk) or by corresponding with us by post, phone, e-mail or otherwise. It includes information you provide when you contract or intend to contract with us to provide a product or service, subscribe to our services, search for a service, participate in other social media functions on our site or enter a competition, promotion or survey and when you report a problem with our site. You might also give us personal data when you participate in meetings, seminars or other events we arrange.

Such data may include your name, company name, postal address, telephone number, e-mail address, bank details, tax reference numbers or other relevant personal information depending on the relevant circumstances.

Collection of personal data (continued)

Messages that you send to us by email may not be secure. It is recommended that you do not send any confidential information by email. If you choose to send any confidential information to us via email you do so at your own risk with the knowledge that a third party may intercept this information. Instructions sent by you via email and to the website are processed exclusively at your risk.

If you apply to work for us, we may need to collect other personal data from you, and further details can be found in our separate privacy statements on employment matters, as referred to above.

Information we collect about you**i. Telephone**

When you telephone us, we may record the phone number you use to call us.

ii. Visitor information

Our web servers collect certain information about all visitors to this site, including:

- IP addresses.
- Host names.
- Domain name.
- The time and date information is requested.
- The browser version and platform when information is requested.
- A record of which pages have been requested.

We use this information to produce aggregate visitor statistics in relation to which pages are being accessed. We may also use it to monitor usage patterns on this website to improve navigation and design features to help you get information more easily. These statistics include the cumulative data sent and received by the visitor and do not include information that can be used to identify any individual.

Information we receive or obtain from other sources

If you use, or intend to use, the professional services that we provide, we may obtain information from additional sources for the purposes of fulfilling our obligation to provide those professional services to you.

For example, we may consult publicly available sources of information, such as the Companies House Register, which hold personal data about you in order to complete customer due diligence checks to comply with anti-money laundering legislation. We may also need to consult other external sources such as credit reference agencies. We will obtain your consent prior to undertaking such checks.

Cookies

Cookies are used on this site to save your preference for viewing pages as 'text only' or with images. No personal information is stored.

Most web browsers automatically accept cookies, but if you prefer, you can change your browser to prevent that. You are not obliged to accept cookies and you can adjust your browser's setting to prevent it from accepting cookies on your computer. However, you may not be able to take full advantage of our site or use certain functions if you disable cookies.

If you continue to use our site, you agree to our use of cookies.

How we use the information

When you submit information to us, you understand and agree that we may store your information in a secure and confidential manner.

We may use the personal information that we collect for a number of reasons:

- in order to fulfil our obligation to provide you with professional services arising from any contracts entered into between you and us (or propose to enter into) and to comply with our legal obligations; or
- to record your feedback and respond to your requests for information; or
- to notify you about changes to our service; or
- for our legitimate business interests, for example to provide you with information about other services we offer that are similar to those that you have already purchased or enquired about; or
- if you have authorised it, by completing the relevant consent forms, we also use the information that you provide for marketing purposes, as part of our effort to keep you informed about our products and services.

When we send you direct marketing by post, or conduct marketing over the phone with you, we consider this to be in our legitimate business interest to do so. You can object to this processing of your personal data at any time. We appreciate the importance of responsible use of this information. If you do not want the information you provide to us to be used to inform you of other services and special offers from Beever and Struthers, and you indicate this preference when you provide the information to us, we will honour your preference.

Please be aware that by registering for updates or to attend a seminar etc., you agree to your details being used within Beever and Struthers for the purposes of providing information to you. We would only give these details to a third party – such as a mailing house – if it was necessary to provide you with the information you requested. If at any time you no longer wish to receive updates and invitations from us, please just let us know by sending an email to enquiries@beeverstruthers.co.uk to unregister.

Please see our separate privacy policies in relation to employment matters, referred to previously, for information on how we use, retain and share information that is provided in relation to job applications.

Disclosure of information

You agree that we have the right to share your personal information as follows:

i. Internally

We may share your personal information internally for the purposes of fulfilling our obligation to provide professional services to you. All data held within Beever and Struthers is subject to our firm-wide data confidentiality and IT security policies.

ii. To third parties

We will disclose your personal information to third parties:

- in the event that we sell or buy any business or assets, in which case we will disclose your personal data to the prospective seller or buyer of such business or assets;
- if we or substantially all of our assets are acquired by a third party, in which case personal data held by us about customers will be one of the transferred assets;
- if we are under a duty to disclose or share your personal data in order to comply with any legal obligation, or to protect the rights, property, or safety of Beever and Struthers, our customers, or others. This includes exchanging information with other companies and organisations for the purposes of fraud protection, prevention of money laundering and credit risk reduction.

Where and for how long we store your personal data

Our timescales for retaining personal data are driven primarily by the relevant legislation which applies to the sectors we operate in, the services we provide and the recruitment and employment activity we undertake. Further details are included within our terms of engagement. Please contact us if you have any specific queries in relation to this.

Updating your personal information

You have the right to access and correct your personal information and privacy preferences. Should you wish to do this, please confirm in writing to us either by letter, fax or email as follows:

Head of Data Protection
Beever and Struthers
215-219 Chester Road
Manchester
M15 4JE

Tel: 00 44 161 832 4901
Fax: 00 44 0161 834 3668
Email: enquiries@beeverstruthers.co.uk

Please include your name, company name, address, and/or email address when you contact us.

Beever and Struthers are not responsible for the content or privacy practices of any other website to which this website may link.

Access to your information

The Act gives you the right to access information held about you. Your right of access can be exercised in accordance with the Act. Any such requests should be addressed to:

Head of Data Protection
Beever and Struthers
215-219 Chester Road
Manchester
M15 4JE

Tel: 00 44 161 832 4901
Fax: 00 44 0161 834 3668
Email: enquiries@beeverstruthers.co.uk

Access requests connected with recruitment and employment activity should be directed to Human Resources using the contact details above or personnel@beeverstruthers.co.uk

Further information

This privacy policy can only be a summary of how we collect any personal data we collect from you, or that you provide to us, and how it will be processed by us. Questions, comments and requests regarding this privacy policy are welcomed and should be addressed to the Head of Data Protection, using the contact details above.

You can find more information about your rights under the Act on the ICO website: <https://ico.org.uk/>

Beever and Struthers are not responsible for the content or privacy practices of any other website to which this website may link. If you follow a link to any of these websites, please note that these websites have their own privacy policies and that we do not accept any responsibility or liability for these policies. Please check these policies before you submit any personal data to these websites.