

# Ingram Consultancy Limited

## Privacy Policy

This Privacy Policy details how Ingram Consultancy Limited protects personal information that we collect and hold for and on behalf of our consultants, clients and suppliers.

We are committed to protecting and respecting our consultant's, client's and supplier's privacy.

If you have any questions relating to our Privacy Policy please contact Ingram Consultancy Limited, Holly Cottage, Lower Street, Upton Noble, BA4 6BB, by email [enquiries@ingram-consultancy.co.uk](mailto:enquiries@ingram-consultancy.co.uk) or telephone 01749850900.

- We hold data on behalf of our consultants, clients and suppliers, collated over the time we work with each consultant, client and supplier. This data is necessary for us to complete the work we are engaged to do for each client and is handed over on exchange of contract with each client and with consent.
- Our services rely on using consultant, client and supplier data in ways they would reasonably expect and which have a minimal privacy impact. We are not using individual data in ways that would be intrusive or which could cause harm. We process some data on legitimate interest grounds.
- The personal information that we hold for each consultant, client and supplier is anything that is required to carry out the consultancy work we are engaged in.
- Personal information is held securely and until a contract is terminated with a client. On termination of a contract, data is either returned to the client or shredded, depending on the request of the client.
- Personal data is only shared with consultants and associates of Ingram Consultancy Limited to enable them to carry out tasks for the client, with client consent.
- Consultants, clients and suppliers have a right to ask for copies of information we hold which is used by us to carry out our work.
- Consultants, clients and suppliers have the right to withdraw consent for the use of their information, on the understanding that this will limit our ability to complete our work.
- Any non-sensitive details (email address etc.) are transmitted normally over the Internet, and this can never be guaranteed to be 100% secure. As a result, while we strive to protect your personal information, we cannot guarantee the security of any information you transmit to us, and you do so at your own risk. Personal and sensitive information is kept securely.
- Like many other websites, the Ingram Consultancy Limited website uses cookies. A cookie consent box will appear when you first visit our website. 'Cookies' are small pieces of information sent by an organisation to your computer and stored on your hard drive to allow that website to recognise you when you visit. They collect statistical data about your browsing actions and patterns and do not identify you as an individual. It is possible to switch off cookies by setting your browser preferences. Turning cookies off may result in a loss of functionality when using our website.
- We keep this Policy under regular review. This Policy was last updated in May 2018.