

Disclaimer

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By accessing our website, a user agrees not to redistribute the information found therein. The company you select is solely responsible for its services to you, the user. We shall not be liable for any damages or costs of any type arising out of or in any way connected with your use of our services

Privacy Notice

OUR APPROACH TO DATA PROTECTION

Your privacy and data protection are taken very seriously. We will never sell, rent, share or otherwise distribute or make public your personal information. This privacy notice provides you with details of how we collect and process your personal data through your use of our site: www.twinoakshr.co.uk

WHAT INFORMATION IS COLLECTED ABOUT YOU ON THIS WEBSITE

The Company collects information about you when you enter your details on a contact form, blog post or newsletter subscription form. We also collect website usage information such as when you click on an internal link inside the website, through cookies.

HOW WILL YOUR INFORMATION BE USED

Contact forms

If you would like to contact the Company using the contact form on the website's homepage, none of the data you supply will be stored on this website. The data will be emailed to the Company and you will be emailed back by the Company. Your email address will not be used to email you about other products and services. The Company will not share your information for marketing purposes with any other organisation.

HOW YOUR INFORMATION WILL BE KEPT SECURE

The Company has put in place security measures to prevent your personal data being accidentally accessed without authorisation, altered, disclosed, lost or used. Authorised access is kept to a minimum and only given to those who have a legitimate business need to know such data. Processing is only undertaken on Company instruction and is kept confidential.

ACCESS TO YOUR INFORMATION AND CORRECTION

You have the right to request a copy of the information that we hold about you. If you would like a copy of some or all of your personal information, please email this request to: hr@twinoakshr.co.uk. We want to make sure that your personal information is accurate and up to date, so please let us know if any of the personal information we hold on you requires correcting or removing.

DATA BREACHES

The Company has implemented procedures to deal with any suspected personal data breach and will notify you and the ICO (Information Commissioner's Office) of a breach if legally required to.

CHANGES TO THIS PRIVACY NOTICE

This privacy notice may change from time to time in line with legislation and recommended best practice. Please check this page occasionally for any changes. This privacy notice was last updated **May 2018**.

COOKIES

Use of cookies

Circumstances may arise when we may need to gather information about your computer to help provide appropriate services or products to you. The data gathered is solely statistical data, which may be shared with advertisers.

The facts collected about you are statistical only. No identifying information will be shared about our visitors and how they made use of our site. No personal details will ever be shared.

Cookies are used to collect general online usage by using a cookie file. If used, this cookie file is downloaded without prompting. It will be placed on your hard drive with information



transferred to the hard drive allowing the cookies to be used for data collection. A cookie is used to improve any services / products or overall website characteristics we offer you.

Any computer has the option to decline cookies. Your web browser options include an “enable” button to decline cookies. It is imperative that you understand by declining cookies you may be limiting your access to sections of our website.

If our advertisers use cookies, it will result from a click on their advertisement, and we do not have control over their cookies if used.

Consent

In agreeing to this privacy notice you consent to us processing your personal data for the purposes outlined. You can withdraw consent at any time by contacting us via the details below.

HOW TO CONTACT THE COMPANY

For any further information please email: hr@twinoakshr.co.uk