

How we protect and use your information

Who we are

At Carney Consultancy Ltd we do all we can to respect your right to privacy and the protection of your personal information, this is a summary of what we do with your information in order to run our business and provide our customers with products and services.

The information we use and where we get it from

We collect and process various types of personal information, including basic information such as your name and contact details.

Most of your information will have been provided by you, or created through your use of our products and services, for example your website login.

Your rights

You have a number of legal rights to control what we do with your information. For example, you can ask us to tell you what information we have about you and receive a copy of it; correct or update information that is incorrect; stop using your information in certain circumstances; stop sending you marketing material; or send some of your data to someone else for them to use. Please note that in some cases, asking us to do this may mean that we are no longer able to provide you with our products or services.

For more information on how and when you can ask us to do this, or if you would like to complain to our Directors, please contact us on 0191 2963652. We hope that we can resolve any complaints, but if we don't you can contact the Information Commissioner's Office (ICO).

How we use your information

We at Carney Consultancy Ltd use your information, mainly to provide you with products and services, to understand our customers' needs and to improve the products and services we offer and for the day-to-day running of our business. We also use it to comply with laws and regulations that apply to us and to protect our business, our employees and our customers.

Sharing your information outside Carney Consultancy Ltd

We keep your information confidential and will **NOT** share your information outside of Carney Consultancy Ltd.

Marketing

Unless you have told us not to, we will send you marketing information relating to products and services that we think will be of interest and relevant to you. If you change your mind and no longer want to receive these communications you can tell us at any time by contacting us on 0191 2963652 or by email info@carneyconsultancy.co.uk. Carney Consultancy Ltd will not share your information with third parties for their own marketing purposes without your permission.

How long we keep your information

We don't keep your information for longer than we need to, which is usually up to six years after your relationship with the company ends, unless we are required to keep it longer (for example due to a investigation by law enforcement agencies or regulators). However, some information may have to be retained for up to 40 years if this is related to health surveillance.



Suite 2
The Smokehouse
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Tyne & Wear, NE30 1JE

Tel - 0191 296 36 52
www.carneyconsultancy.co.uk
info@carneyconsultancy.co.uk

Security

We are committed to ensuring that your information is secure with us. We use many tools to make sure that your information remains confidential and accurate and we may monitor emails or other communications in order to protect you and us.



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