

## DATA PRIVACY

### WHAT IS THE PURPOSE OF THIS PRIVACY NOTICE?

The purpose of this document is to inform you, easily and clearly, what and how we process your personal data when you access and use this website, <http://www.cameronandco.org>

It is of utmost importance to review this document, which also highlights your rights and choices.

For the purpose of data protection legislation, including the UK Data Protection Act 2018, the EU General Data Protection Regulation (GDPR), the UK Privacy and Electronic Communications Regulations 2003 (PECR), and other applicable legislation, the controller is:

Cameron & Cooper Limited  
191-193 High Street  
Hampton Hill  
Hampton  
TW12 1NL

### WHEN, HOW AND WHAT KIND OF PERSONAL DATA DO WE COLLECT?

When you access and browse [www.thebeechhousesurrey](http://www.thebeechhousesurrey) website (including when you register for an event or fill in contact forms on our websites or apply for a job) you may give us information about yourself.

This information can include:

- Name
- Email address
- Contact details
- Information about your employment
- Support needs
- Other personal information

### OUR USE OF YOUR PERSONAL INFORMATION

We use the personal information that you provide to us to provide access to our services, including to ensure that when you apply for a job or require us to contact you, we are able to do so.

From time to time, we may contact you to tell you about new services, news or events that may be relevant to you and that you have consented to.

We also process your personal information where we are required to do so by law and for the exercise or defence or legal claims.

We use your personal information to provide you with the information you ask for. We may also use your information in our legitimate interest to administer our sites and for internal operations, including troubleshooting, data analysis, research, statistical and survey purposes, including notifying you about changes to our service. In addition, we may handle any non-sensitive personal data for our legitimate purposes. We will not sell your details to any third parties or use your data in any other way than those listed above.

## WHERE WE STORE YOUR DATA

Any personal data we collect from our website will be stored on Cameron & Cooper IT systems.

Cameron & Cooper may use third party suppliers and services such as technical support, cloud storage and web support. These suppliers act on behalf of Cameron & Cooper and do not facilitate their own commercial objectives whilst processing your personal information. While personal information may be provided to these suppliers to enable them to perform their agreed tasks, such information remains the property of Cameron & Cooper at all times and the supplier organisations involved are bound by specific confidentiality and non-disclosure agreements.

The transmission of information via the internet may not be completely secure, however, we use strict procedures and security to prevent unauthorised access.

## SECURITY OF PERSONAL INFORMATION

We use administrative, technical, and physical measures to safeguard personal information against loss, theft and unauthorised uses, access or modifications.

## THIRD PARTY WEBSITES AND APPS

Our website may contain links to and from third party websites, such as Facebook and Twitter. Please note that if you follow a link to any of these websites that they will have their own terms of use and privacy policies and we do not accept any responsibility of liability for these policies. Please check these policies before you submit any personal data to these websites or apps. The relevant privacy notices can be found here - [Twitter](#) – [Facebook](#)

## YOUR RIGHTS

Data protection legislation states that you have the following qualified rights regarding your personal data:

- Access – you may request we provide you with the data we hold
- Rectification – you may request we correct any inaccurate data
- Erasure – you may request we erase your data
- Restriction – you may request we stop processing your data but retain it
- Portability – you may request we provide you or a nominated party with your data in a commonly used, structured and machine-readable format

You can exercise your rights in relation to the personal data collected on this website at any time by using the postal address above or by contacting [staff@thebeechhousesurrey.co.uk](mailto:staff@thebeechhousesurrey.co.uk)

Should you wish to exercise your rights in relation to Twitter, Facebook, you must contact them directly.

If you wish to make a complaint about how we have handled your personal data, please email [staff@thebeechhousesurrey.co.uk](mailto:staff@thebeechhousesurrey.co.uk) and we will investigate the matter.

If you are not satisfied with our response or believe we are not processing your data in accordance with the law, you can contact a National Data Protection Authority which, in the UK is the [Information Commissioner's Office](#).

## **REVIEWING OF THIS PRIVACY NOTICE**

In the future, we may revise this Privacy Policy and make changes, if necessary. If we do, we'll let you know about any material changes, either by notifying you on this website or by sending you an email, if you have provided with that.

Our Data Protection Officer can be contacted at [dpo@theprivacyworx.com](mailto:dpo@theprivacyworx.com)

## **CONTACTING US**

If you have any questions about this privacy policy, you can email [staff@thebeechhousesurrey.co.uk](mailto:staff@thebeechhousesurrey.co.uk) or call Cameron & Cooper on 0208 224 7467.