

Privacy Policy & Cookies

Introduction

- Phase Marketing Consultancy respects the privacy of our customers and contacts who have expressed an interest in our products and services.
- Phase Marketing Consultancy will use personal information for account management, administration, technical support and marketing
- Phase Marketing Consultancy will not rent, sell or share personal information with other organisations.
- Phase Marketing Consultancy will not retain personal information for longer than is necessary for the purpose for which it was collected.
- All email marketing/e-newsletters contain instructions for how to unsubscribe.

Emails and any files transmitted with them by Phase Marketing Consultancy are confidential and are intended solely for the use of the individual or entity to which they are addressed. Email communications represent the originator's personal views and opinions, which do not necessarily reflect those of Phase Marketing Consultancy. If you are not the original recipient or the person responsible for delivering the email to the intended recipient, be advised that you have received the email in error, and that any use, dissemination, forwarding, printing, or copying of this email is strictly prohibited.

The anti-virus software used by Phase Marketing Consultancy is updated regularly in an effort to minimise the possibility of viruses infecting our systems. However, you should be aware that there is no absolute guarantee that any files attached to Phase Marketing Consultancy emails are virus free.

This privacy notice tells you what to expect when FFEI collects personal information. It applies to information we collect about:

- Visitors to our websites;
- People who subscribe to our e-newsletter service
- People who email us
- People who respond to our polls and surveys
- Job applicants and current or former employees

What information do we collect?

When someone visits <http://phase-mc.co.uk> we use a third-party service, Google Analytics, to collect standard internet log information and details of visitor behaviour patterns. We do this to find out things such as the number of visitors to the various parts of the site. Example information collected includes:-

(a) information about your computer and about your visits to and use of this website (including your IP address, geographical location, browser type and version, operating system, referral source, length of visit, page views, and website navigation).

(b) information that you provide to us for the purpose of registering with us.

(c) information that you provide to us for the purpose of subscribing to our website services, email notifications and/ or newsletters.

(d) any other information that you choose to send to us.

This information is only processed in a way that does not identify anyone. We do not make, and do not allow Google to make, any attempt to find out the identities of those visiting our website. If we do want to collect personally identifiable information through our website, we will be up front about this. We will make it clear when we collect personal information and will explain what we intend to do with it.

For more information on [Google Analytics](#)

Cookies

Our website uses cookies. By using our website and agreeing to this policy, you consent to our use of cookies in accordance with the terms of this policy.

A cookie consists of information sent by a web server to a web browser, and stored by the browser. The information is then sent back to the server each time the browser requests a page from the server. This enables the web server to identify and track the web browser.

We may use both 'session' cookies and 'persistent' cookies on the website. We will use the session cookies to keep track of you whilst you navigate the website. We will use the persistent cookies to enable our website to recognise you when you visit.

Session cookies will be deleted from your computer when you close your browser. Persistent cookies will remain stored on your computer until deleted, or until they reach a specified expiry date.

We use Google Analytics to analyse the use of this website. Google Analytics generates statistical and other information about website use by means of cookies, which are stored on users' computers. The information generated relating to our website is used to create reports about the use of the website. Google will store this information. Google's privacy policy is available at: <http://www.google.com/privacypolicy.html>.

For more information on cookies visit <https://www.aboutcookies.org>

People who subscribe to our e-newsletter service

We use a third-party provider, MailChimp, to deliver various e-newsletters. We gather statistics around email opening and clicks using industry standard technologies including clear gifs to help us monitor and improve our e-newsletter. For more information, please see MailChimp's privacy notice [here](#).

People who email us

Any email sent to Phase Marketing Consultancy directly or via a website form, including any attachments, may be monitored and used by us for reasons of security and for monitoring. Email monitoring or blocking software may also be used. Please be aware that you have a responsibility to ensure that any email you send to us is within the bounds of the law.

Using your personal information

Personal information submitted to us via this website will be used for the purposes specified in this privacy policy or in relevant parts of the website.

We may use your personal information to:

(a) administer the website;

(b) improve your browsing experience by personalising the website;

- (c) enable your use of the services available on the website;
- (d) send you goods purchased via the website, and supply services purchased via the website;
- (e) send you general (non-marketing) commercial communications;
- (f) send you email notifications which you have specifically requested;
- (g) send to you our newsletter and other marketing communications relating to our business, where you have specifically agreed to this, by email or similar technology (you can inform us at any time if you no longer require marketing communications).
- (i) provide third parties with statistical information about our users – but this information will not be used to identify any individual user;
- (j) deal with enquiries and complaints made by or about you relating to the website.

Disclosures

We may disclose information about you to any of our employees, officers, agents, suppliers or subcontractors insofar as reasonably necessary for the purposes as set out in this privacy policy.

In addition, we may disclose your personal information:

- (a) to the extent that we are required to do so by law.
- (b) in connection with any legal proceedings or prospective legal proceedings.
- (c) in order to establish, exercise or defend our legal rights (including providing information to others for the purposes of fraud prevention and reducing credit risk).
- (d) to the purchaser (or prospective purchaser) of any business or asset which we are (or are contemplating) selling.
- (e) to any person who we reasonably believe may apply to a court or other competent authority for disclosure of that personal information where, in our reasonable opinion, such court or authority would be reasonably likely to order disclosure of that personal information.

Except as provided in this privacy policy, we will not provide your information to third parties.

Security of your personal information

We will take reasonable technical and organisational precautions to prevent the loss, misuse or alteration of your personal information.

We will store all the personal information you provide on our secure servers. All electronic transactions you make to or receive from us will be encrypted.

Of course, data transmission over the internet is inherently insecure, and we cannot guarantee the security of data sent over the internet.

Policy amendments

We may update this privacy policy from time-to-time by posting a new version on our website. You should check this page occasionally to ensure you are happy with any changes. This privacy notice was last updated on 20th November 2017.

We may also notify you of changes to our privacy policy by email.

Access to personal information

Phase Marketing Consultancy tries to be as open as it can be in terms of giving people access to their personal information. Individuals can find out if we hold any personal information by making a 'subject access request' under the current UK and EU data protection legislation. If we do hold information about you we will:

- Give you a description of it
- Tell you why we are holding it
- Tell you who it could be disclosed to
- Let you have a copy of the information in an intelligible form

To make a request to Phase Marketing Consultancy for any personal information we may hold you need to put the request in writing to the address provided below. If you agree, we will try to deal with your request informally, for example by providing you with the specific information you need over the telephone. If we do hold information about you, you can ask us to correct any mistakes by, once again, contacting us using the details below.

You may instruct us not to process your personal information for marketing purposes by email at any time. In practice, you will usually either expressly agree in advance to our use of your personal information for marketing purposes, or we will provide you with an opportunity to opt-out of the use of your personal information for marketing purposes.

Third party websites

The website contains links to other websites. We are not responsible for the privacy policies or practices of third party websites.

Website design

This website was designed by [Phase Marketing Consultancy](#). The website is based on the WordPress theme Enfold by [Kriesi](#). Please contact them directly if you have any questions in relation to the design of this site.

Updating information

Please let us know if the personal information that we hold about you needs to be corrected or updated.

Contact

If you have any questions about this privacy policy or our treatment of your personal information, please contact us.

The reproduction of any information, artwork, and photographs on this site is strictly prohibited without prior consent of Phase Marketing Consultancy Ltd.