

# **NEWPORT UNLIMITED** **WEBSITE PRIVACY STATEMENT**



## **GENERAL**

This privacy statement sets out how Newport Unlimited complies with European Union data protection requirements. This applies to the entire website. Any changes to these policies will be posted on the website: [www.newportunlimited.co.uk](http://www.newportunlimited.co.uk).

You can also access this privacy statement via our website by clicking on the appropriate link.

Newport Unlimited is committed to respecting your privacy. We have structured our website so that, in general, you can visit Newport Unlimited on the web without identifying yourself or revealing any personal information. Once you choose to provide us with any information by which you can be identified, then you can be assured that it will only be used in accordance with this privacy statement.

For your protection, we are registered under the Data Protection Act 1998 and have given all appropriate notifications to the Information Commissioner.

## **WHAT WE COLLECT**

- We may require that users supply personal information, including name, position, company, address, email address, telephone number and fax number prior to receiving specific Newport Unlimited information materials.
- We may also ask you to provide us with information regarding your personal or professional interests, demographics, experiences with our services, and contact preferences in order to provide you with further correspondence about our products.

## **WHAT WE DO WITH THE INFORMATION WE GATHER**

We require this information to understand your needs and provide you with a better service, and in particular for the following reasons:

- Internal record keeping.
- We may use the information to improve our products and services.
- We may periodically send promotional e-mail about new products and services, or other information, which we think you may find interesting using the e-mail address which you have provided when you registered as a user on this site.
- We may periodically send promotional mail about new products and services, or other information, which we think you may find

interesting using the address which you have provided when you registered as a user on this site.

## **WHO WE SHARE THE INFORMATION WITH AND YOUR CHOICES**

When you use this site and have not advised us to the contrary, you are agreeing that we may use your personal information for the purposes set out in this statement.

We will not sell, distribute or lease your personal information to third parties, unless we have your permission or are required by law.

When you provide any information online, you should look for the box which you can click to say that you do not want the information to be used by anyone for direct marketing purposes. If you have not previously objected to us using your personal information for direct marketing purposes, you may change your mind at any time by writing to or e-mailing us at: [info@newportunlimited.co.uk](mailto:info@newportunlimited.co.uk)

## **WHAT IF YOU THINK WE HAVE INCORRECT INFORMATION OR YOU WOULD LIKE A COPY OF THE INFORMATION WE HOLD ABOUT YOU?**

You may request details of personal information, which we hold about you under the Data Protection Act 1998. A small fee will be payable. This fee will not exceed £10. If you would like a copy of the information held on you please write to or email us at: [info@newportunlimited.co.uk](mailto:info@newportunlimited.co.uk)

If you believe that any information we are holding on you is incorrect or incomplete, please write or e-mail us as soon as possible to the above address. We will promptly correct any information, which was found to be incorrect.

## **SECURITY**

We are committed to ensuring that your information is secure. In order to prevent unauthorised access or disclosure we have put in place suitable physical, electronic and managerial procedures to safeguard and secure the information we collect online.

## **OTHER WEB SITES**

Our website may contain links to enable you to visit other websites of interest easily. However, once you have used these links to leave our site you should note that we do not have any control over that other web site. Therefore, we cannot be responsible for the protection and privacy of any information, which you provide whilst visiting such sites and such sites are not governed by this privacy statement. You should exercise caution and look at the privacy statement applicable to the web site in question.