



## **Greenham Regis Limited Privacy Policy**

This Privacy Policy is for our website: [www.greenham-regis.com](http://www.greenham-regis.com) served by Greenham Regis Limited, 49 Riverside II, Sir Thomas Longley Road, Rochester, Kent, ME2 4DP, and governs the privacy of its users who choose to use them. It explains how we comply with the GDPR (General Data Protection Regulation) and the PECR (Privacy and Electronic Communications Regulations).

This Policy explains areas of our websites that may affect your privacy and personal details, how we process, collect, manage and store those details and how we comply to your rights under the GDPR and PECR. Additionally, it will explain the use of cookies or software and the download of any documents, files or software made available to you (if any) on our websites. Further explanations may be provided for specific pages or features of our websites in order to help you understand how we, the websites and any third parties may interact with you through your computer or device.

We and our websites comply to the GDPR (General Data Protection Regulation) which comes into effect from 25<sup>th</sup> May 2018. If necessary, we will update this policy accordingly after the completion of the UK's exit from the European Union. If you have any questions, please contact [loraine@greenham-regis.com](mailto:loraine@greenham-regis.com).

### **Use of Cookies**

Our website does not use cookies.

### **Website Visitor Tracking**

Our website does not track visitors.

### **Downloads and Media Files**

Any downloadable documents, files or media made available on our websites are provided to users at their own risk. While all precautions have been undertaken to ensure only genuine downloads are available, users are advised to verify their authenticity using third party anti-virus software or similar applications. We accept no responsibility for third party downloads and advise users to verify their authenticity using third party anti-virus software or similar applications.

### **Contact and Communication with Us**

Users contacting us through our websites, emailing, post and phone do so at their own discretion and provide any such personal details requested at their own risk. Your personal information is kept private and stored securely.

Where we have clearly stated and where you have given your express permission, we may use your details to send you products/services information through our regulated mailing list system. This is done in accordance with GDPR regulations.

### **Email Mailing List and Marketing Messages**

We do not operate a “blanket” email marketing mailing list program used to inform subscribers about products, services, events, promotions and/or news. We may use details provided by you to inform you of specific products or services that we believe may be relevant to your needs.

### **External Website Links and Third Parties**

Although we only look to include quality, safe and relevant external links, users are advised to adopt a policy of caution before clicking any external web links mentioned throughout our website.

Shortened URL's; URL shortening is a technique used on the web to shorten URL's (Uniform Resource Locators) to something substantially shorter. This technique is especially used in social media and looks similar to this (Example: <http://bit.ly/zyVUBo>). Users should take caution before clicking on shortened URL links and verify their authenticity before proceeding.

We cannot guarantee or verify the contents of any externally linked website despite our best efforts. Users should therefore note they click on external links at their own risk and we cannot be held liable for any damages or implications caused by visiting any external links mentioned.

### **Social Media Policy and Usage**

We adopt a Social Media Policy to ensure our business and our staff conduct themselves accordingly online. While we may have official profiles on social media platforms, users are advised to verify authenticity of such profiles before engaging with or sharing information with such profiles. We will never ask for user passwords or personal details on social media platforms. Users are advised to conduct themselves appropriately when engaging with us on social media.

There may be instances where our website feature sharing buttons, which help share web content directly from web pages to the respective social media platforms. You use social sharing buttons at your own discretion and accept that doing so may publish content to your social media profile feed or page.