



Privacy Policy

Website Privacy Policy (last updated 6th August 2009)

Pope Woodhead and Associates Ltd ("Pope Woodhead") respects, and is committed to safeguarding, the privacy of visitors ("Users") of its Company Website (the "Website"). This Privacy Policy sets out how Pope Woodhead will treat Website User's personal information. If you have questions or comments about the Pope Woodhead Website Privacy Policy, or do not think that Pope Woodhead is abiding by its principles, please contact us at mail@popewoodhead.com.

Pope Woodhead may update this Privacy Policy from time to time as new features and services become available on the Website and to keep pace with technological developments. New versions will be posted on the Website and you are responsible for checking this page occasionally to ensure you are happy with any changes.

Collection, storage and disclosure of your personal data

Pope Woodhead may collect, store and User's contact details and personal data that you provide to us for the purpose of registering for events, email notifications and/or newsletters. We are committed to safeguarding your data and will adhere to the following principles:

- Contact information and personal details provided by Users will only be held by Pope Woodhead to be used internally and will not be passed onto any third parties.
- Pope Woodhead may use such data to operate the Website including to notify Users of changes in Website functionality and features, service updates, patches, policy changes and other activities relating to a User's use of the Website.
- Pope Woodhead may use such data to communicate with Users and for marketing purposes.
- Pope Woodhead reserves the right to disclose any information in the following instances:
 - (a) To conform to the requirements of law or to comply with legal process or notice served on Pope Woodhead.
 - (b) To protect and defend the legal rights or property of Pope Woodhead, the Website or its Users.
 - (c) In an emergency, to protect the health and safety of Website Users or the general public.
 - (d) If the User participates (or is reasonably suspected of participating) in any illegal activity, even without a notice, warrant, or other court order.
- Pope Woodhead reserves the right to cooperate with law enforcement agencies in identifying those who may be using our servers or services for illegal activities, and to report any suspected illegal activity to law enforcement agencies for investigation or prosecution.

We are registered with the Information Commissioner's Office to hold personal data within the limits set out above

Use of "cookies"

Pope Woodhead does not collect personally identifying information about you except when you specifically and knowingly provide it. As with many Internet sites we use "cookies" to operate the website, to enhance its functionality and to make usage more convenient and efficient for Users.

A "cookie" contains information relating to a User's use of the Website. Through cookies we will collect, store and use information about your visits to and use of the Website (including your IP address, geographical location, browser type, operating system, screen resolution, referral source, length of visit and number of page views).

Cookies will likely play an increasingly important role as we enhance the functionality of the Website to better meet your needs. Most Internet browsers include preference settings that allow Users to be notified and control when and how cookies may be placed on their computers. Please review your browser's documentation or "help" feature for more information on that functionality. Disabling cookies, however, may prevent a User from being able to utilise the Website fully.

Security

Pope Woodhead is very concerned with the security of information relating to our Users' use of the Website and will take reasonable technical and organizational precautions to prevent the loss, misuse or alteration of your personal information. However, due to the open nature of the Internet, we cannot guarantee that any information stored on our servers, or transmitted to or from you, will be free from unauthorized access. By using the Website, you understand and agree to assume these risks.

Your rights

You may instruct Pope Woodhead to provide you with any personal information we hold about you. Provision of such information may be subject to the payment of a fee (currently fixed at £10.00). You may instruct us not to process your personal data for marketing purposes by email at any time. It is your responsibility to correct or update the data we hold about you.

Contact us

If you have any questions about this Privacy Policy or our treatment of your personal data please send an email to us at mail@popewoodhead.com.