

We are committed to protecting and respecting your privacy and this policy sets out the basis on which any personal data we collect from you, or that you provide to us, will be processed by us. Please read the following carefully to understand our views and practices regarding your personal data and how we will treat it.

For the purpose of the Data Protection Act 1998 (the Act), 4theRecord Compliance Limited whose registered address is 145-157 St John Street, LONDON, EC1V 4PW is the data controller.

INFORMATION WE MAY COLLECT FROM YOU

We may collect and process the following data about you:

Information that you provide to us by filling in forms on our site or that you e-mail to us. This includes information provided when you submit your CV, subscribe and/or register for any service that we may provide via our site or when you report an issue with this site.

If you contact us, we may keep a record of that correspondence.

Details of your visits to our site including, but not limited to, traffic data, location data, weblogs and other communication data and the resources that you access.

IP ADDRESSES, COOKIES AND WEB BEACONS

We may collect information about your computer, including where available your IP address, operating system and browser type, for system administration, to improve the structure and content of our site and to report aggregate information to our advertisers and our members. This is statistical data about our users' browsing actions and patterns, and does not identify any individual.

WHERE WE STORE YOUR PERSONAL DATA

The data that we collect from will only be held inside the European Economic Area ("EEA"). It may also be processed by staff working for us or for one of our suppliers. Such staff maybe engaged in, among other things, the provision of support and administration services. By submitting your personal data, you agree to this transfer, storing or processing. These agents have access to the personal information required in order to perform their functions but may not use it for any other purpose and we will take all steps reasonably necessary to ensure that your data is treated securely and in accordance with this privacy policy.

Unfortunately, the transmission of information via the internet is not completely secure. Although we will do our best to protect your personal data, we cannot guarantee the security of your data transmitted to our site; any transmission is at your own risk. Once we have received your information, we will use strict procedures and security features to try to prevent unauthorised access.

USES MADE OF THE INFORMATION

We use information held about you in the following ways:

- To ensure that content from our site is presented in the most effective manner for you and for your computer.
- Where you have consented to be contacted for such purposes, to provide you with information or services that you request from us or which we feel may interest you.
- To carry out our obligations arising from any contracts entered into between you and us.
- To allow you to participate in any interactive features which may offer on our site from time to time, when you choose to do so.
- To notify you about changes to our service.

DISCLOSURE OF YOUR INFORMATION

We may disclose your personal information to third parties:

- If you have given your consent for us to do so for marketing or other specified purposes.
In the event that we sell or buy any business or assets, in which case we may disclose your personal data to the prospective seller or buyer of such business or assets.
- If we are under a duty to disclose or share your personal data in order to comply with any legal obligation, or in order to enforce or apply our terms of use [Note: insert link] and other agreements; or to protect our rights or property and the safety of our customers or others. This includes exchanging information with other companies and organisations for the purposes of fraud protection and credit risk reduction.

YOUR RIGHTS

You have the right to ask us not to process your personal data for marketing purposes. We will usually inform you (before collecting your data) if we intend to use your data for such purposes or if we intend to disclose your information to any third party for such purposes. You can exercise your right to prevent such processing by refusing your consent at the time of collection or at any other time by contacting us at info@4theRecord.co.uk

ACCESS TO INFORMATION

The Act gives you the right to access information held about you. Your right of access can be exercised in accordance with the Act. Any access request may be subject to a fee of £10 to meet our costs in providing you with details of the information we hold about you.

CHANGES TO OUR PRIVACY POLICY

Any changes we may make to our privacy policy in the future will be posted on this page and, where appropriate, notified to you by e-mail.

CONTACT

If you have any questions or comments, please address them to info@4therecord.co.uk