



## PENTON PARK PRIVACY POLICY

Here at Penton Park we take your privacy seriously and will only use your personal information to administer your account and provide the services you have requested from us.

### **What information do we collect from you and why?**

If you contact us via our website, we will collect your name, telephone number and email address, so that we can contact you following your enquiry. This information is only collected with your consent. After contacting you, we may then collect your company name and postal address for the purpose of providing you with a quote and later invoicing you.

### **Where is your data stored?**

If you contact us via our website, your data will be sent over an encrypted connection (HTTPS) and your data cannot be intercepted by a third party in transit. Your data will be stored on our website database.

Your data will also be stored in Excel files which are saved in 'Dropbox'. 'Dropbox' places the utmost importance on data protection and was one of the first cloud service providers to achieve ISO 27018 — the internationally recognised standard for leading practices in cloud privacy and data protection.

If you request a quote or are an active client, then your data will be input into 'Xero' accounting software for the purpose of providing you with a quote or invoice. 'Xero' is committed to the security of the data it's customers trust to Xero. You can view their privacy policy and security information.

### **Who will we share your information with?**

We will not share your data with third-parties for marketing purposes.

### **How long do we keep hold of your information?**

We will keep hold of your contact information for three years following the last activity on your account or until you ask for your information to be removed from our records.

### **You have the right to be forgotten.**

If you would like your information to be removed from our records, please email:  
danielle@pentonpark.co.uk