

Privacy Policy

This Website is owned and operated by **Formula Facilities Services Limited**, a limited liability company registered in England and Wales under number 06490271, registered office is Office 106 Cannon Wharf Business Centre, Pell Street, London SE8 5EN. The security of your personal information is important to us. Our Privacy Policy is designed to help you feel more confident about the privacy and security of your information when using our Website.

In relation to your personal data, Formula Facilities Services Ltd is a “data controller” which means that we are responsible for deciding how we hold and use personal data about you. We are required under the EU General Data Protection Regulation (and legislation implementing that Regulation in England and Wales) to inform you about how we hold and use that data – and that information is set out in this policy.

In our Privacy Policy we/our/us means Formula Facilities Services Ltd, you/your means you as a user of our Website.

The following information describes our practices regarding any personal information that you provide to us through www.formulafs.co.uk (our Website). Please take a moment to review our Privacy Policy. If you have any questions regarding our Privacy Policy, please contact us at: catherine.m@formulafs.co.uk

By using our Website you agree to the collection and use of your personal information by us in accordance with our Privacy Policy. If you do not agree to the terms of our Privacy Policy, please do not provide us with any information and do not use the Website.

Our Privacy Policy sets out the basis on which we process any personal information we collect from you, or that you provide to us through the Website.

1. Information We May Collect From You

1.1 We may collect and process the following information about you:

1.1.1 information such as your name, address, e-mail address, job title and organisation for which you work which you provide when complete a get in touch form on our website or when you give us your details at a meeting or on a phone call;

1.1.2 on occasion, other limited biographical information which you have provided to us via e-mail, in person or on a phone call;

1.1.3 statistical data about which of our e-mails you have viewed and whether you have accessed other links in our e-mails;

1. 1.4 correspondence, or a record of it, if you should contact us; and

2. Key Privacy Principles

We will comply with our obligations under relevant data protection legislation which provides that the personal information we hold must be:

- Used lawfully, fairly and in a transparent way
- Collected only for valid purposes that we have explained to you and not used in any way that is incompatible with those purposes
- Relevant to the purposes we have told you about and limited only to those purposes
- Accurate and kept up to date
- Kept only as long as is necessary for the purposes we have told you about
- Kept securely

3. How We Use Your Information

3.1 We use the information you provide if you have consented to that use; if we consider the use not to be detrimental to you, within your reasonable expectations, having a minimal impact on your privacy and necessary to fulfil our legitimate interests; or if we are otherwise required or authorised by law to do so.

3.2 We use information held about you in the following ways:

3.2.1 to provide and improve our services to you;

3.2.2 to ensure that the Website is presented in the most effective manner for you and for your computer;

3.2.3 to answer your questions and improve the Website; and

3.2.4 to provide you with any services that you request from us.

4. How We Share Your Information

4.1 We may share your personal information with third parties in the following circumstances:

4.1.1 to protect the rights, property or safety of us or other Website users;

4.1.2 where we are obliged, or permitted, to do so by applicable law, regulation or legal process; or

4.1.3 if we (or substantially all of our assets) are acquired by a third party, in which case personal information held by us about our users will be one of the transferred assets.

5. Where We Store Your Information

5.1 We take appropriate organisational and technical measures to protect your personal information that we hold. We limit access to your personal information to those who we believe reasonably need to come into contact with that information in order to carry out their jobs.

5.2 The data that we collect from you may be transferred to, and stored at, a destination outside the European Economic Area (EEA). It may also be processed by persons operating outside the EEA who work for us or a third party engaged by us. By submitting your personal information to us, you agree to such transfer, storing or processing. We will take all steps reasonably necessary to ensure that your personal information is treated securely at all times and in accordance with our Privacy Policy.

5.3 Unfortunately, the transmission of information via the internet is not completely secure. Although we will do our best to protect your personal information, we cannot guarantee the security of your information transmitted to our Website and any transmission is at your own risk.

5.4 We will retain your information for as long as is necessary to fulfil any of the services we provide or to comply with applicable legislation, regulatory requests and relevant orders from competent courts.

6. How Long We Store Your Information

The Company will only retain personal information for as long as is necessary to fulfil the purposes for which we collected it. To determine the appropriate retention period for personal data, we consider the amount, nature and sensitivity of the personal data, the potential risk of harm from unauthorised use or disclosure of personal data, the purposes for which we process data and whether we can achieve those purposes through other means, and the applicable legal requirements.

7. Your Rights

Individuals have the right of access under data protection law to the personal data that we hold about them. They may also in certain circumstances have the right to review, verify, correct or request erasure of personal information, object to the processing of personal data, request the restriction of processing of data or request that we transfer a copy of their personal information to another party. If you have any queries about these rights, please contact, Iain Cumming, Director.

We seek to keep all personal data correct and up to date. You should let us know if you believe the information we hold needs to be corrected or updated.

8. Advertisers

We may from time to time use third party advertisers or sponsors on our Website. In the event that we do so we will not disclose identifiable information about individuals but we may provide them with aggregated information about our users. We may also use such aggregated information to help advertisers reach the kind of audience they want to target (for example, men in London). We may make use of the personal information we have collected from you to enable us to comply with our advertisers' and sponsors' wishes by displaying their advertisement to that target audience.

9. Marketing

With your permission, we may send you information and marketing materials that may be of interest to you. You have the right to ask us not to process your personal information for marketing purposes. You can exercise your right to opt out of such processing by contacting us by post or email at the address set out below or by using the "unsubscribe" option included in our emails.

10. Access To Information

You have the right to access information held about you. Your right of access can be exercised in accordance with UK data protection laws. Any access request may be subject to a small administrative fee to meet our costs in providing you with details of the information we hold about you. Contact us at: catherine.m@formulafs.co.uk for details.

11. Changes To Our Privacy Policy

We occasionally modify our Privacy Policy and any changes we may make to it in the future will be posted on this page and, where appropriate, notified to you by e-mail or other message.