

# Privacy Statement

## Introduction

This Privacy Statement applies to all companies operating as part of NIC Services Group and provides useful information to those choosing to submit information to those companies via this website.

It has been produced in order to set out how NIC Services Group uses and safeguards any information that is given when using this website. By using this website you, the user, hereby agree to the collection and use of that information in accordance with this policy. Please ensure you read this policy to understand what you are hereby agreeing to.

## Scope

Data provided by the user that can be used to identify that user when using our website will only be used in accordance with this policy statement. It is important to understand that it may be necessary to update this policy statement from time to time due to amendments in internal process or changes as directed by legislature. It is therefore incumbent on the user to ensure they remain up to date with this policy statement and any changes made by reading it each time they provide information via this website.

## Policy Implementation

NIC Services Group may collect the following data about you that can be used to identify you as an individual:

- Your name, your address, your email address, home and/or mobile contact number given when completing any online enquiry forms.
- Any correspondence sent to us as part of your enquiry maybe retained
- When completing online surveys conducted as part of ongoing research into business trends appropriate to our services may also ask you to provide your contact details should we wish to contact you about the replies provided as part of that survey. Completion of these surveys will however be entirely voluntary.

As highlighted in the proceeding paragraphs the data collected includes, but is not limited to, first name, surname, email, address, home and/or mobile number and may include details or your current employment, your employer and your position with that employer.

## Use of Any Data Supplied

NIC Services Group will use any data provided by the user in order to conduct our day to day business activities associated with our services including confirmation that our internal records are current, recruitment, trend analysis and service improvement and in fulfilment of any contractual obligations that we may have with that user.

We may also use the data provided to inform the user of the services we offer and data to inform the user about important changes to our services as well as providing updates to the provision of our services.

If you, the user, do not wish your data collected or used in the way described above you are invited to tick the relevant box(es) on the data collection forms used on this website.

## Cookies

Cookies are small files which ask your permission to be stored on your computer's browser or hard drive. Once you agree, the file is added and the cookie helps analyse web traffic or lets you know when you visit a particular site. Cookies allow web applications to respond to you as an individual.

Like many sites, we use "cookies" to collect information. You can set your browser to refuse all or some browser cookies, or to alert you when websites set or access cookies. If you disable or refuse cookies, please note that some parts of this website may become inaccessible or not function properly.

## Security of Personal Information

We take every care to ensure that your personal information is kept secure. We have put in place suitable physical, electronic and managerial procedures in order to prevent unauthorised access and to safeguard and secure the information we collect.

This website may include links to third-party websites, plug-ins and applications. Clicking on those links or enabling those connections may allow third parties to collect or share data about you. We do not control these third-party websites and are not responsible for their privacy statements. When you leave our website, we encourage you to read the privacy notice of every website you visit.

## Marketing

We may send you marketing communications about our services. You have the right to stop us from contacting you for marketing purposes.

If you no longer wish to be contacted for marketing purposes, please contact us at:  
[info@nicgroup.co.uk](mailto:info@nicgroup.co.uk)

We will not sell, distribute or lease your personal information to third parties for marketing purposes.

## How to control your personal information

You have the right to request a copy of the information that we hold on you. If you would like a copy of some or all of the information please email [info@nicgroup.co.uk](mailto:info@nicgroup.co.uk) or write to us at:

Human Resources  
NIC Services Group  
Hoyland House  
Forge Lane  
Leeds  
LS12 2HG

If you believe that any information we are holding on you is incorrect or incomplete, please write to or email us at the above address as soon as possible. We will correct any information as promptly as possible.

## Contact us

If you have any questions about this Privacy Policy, please contact us at [info@nicgroup.co.uk](mailto:info@nicgroup.co.uk)

Signed on behalf of NIC Services Group



**Simon Tidswell**  
Company Secretary  
NIC Services Group

Dated: 6th September 2018