

## **Pinnacle Professional Limited**

### **Privacy Policy - May 2018**

At Pinnacle Professional, we're committed to protecting and respecting your privacy.

This Policy explains when and why we collect personal information about people who visit our website, how we use it, the conditions under which we may disclose it to others and how we keep it secure.

We may change this Policy from time to time so please check this page occasionally to ensure that you're happy with any changes. By using our website, you're agreeing to be bound by this Policy.

Any questions regarding this Policy and our privacy practices should be sent by email to [info@pinnacle-ni.com](mailto:info@pinnacle-ni.com)

#### **Who are we?**

Pinnacle Professional are a multi-sectoral business advisory firm established within Northern Ireland.

#### **How do we collect information from you?**

We obtain information about you when you complete our enquiry section or subscribe for updates section on our website.

#### **What type of information is collected from you?**

The personal information we collect might include your name, email address, telephone no., IP address, and information regarding what pages are accessed and when.

#### **How is your information used?**

We may use your information to:

- Answer a specific enquiry you have made
- Seek your views or comments on the services we provide;
- Notify you of changes to our services;
- Send you communications which you have requested and that may be of interest

to you.

### **Who has access to your information?**

We will not sell or rent your information to third parties.

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

**Third Party Service Providers:** If Pinnacle are unable to support a specific enquiry made, we may pass your contact details onto a third party so that your enquiry can be supported. Please note that we will only pass your details onto a third party, after we have secured permission from you.

We may transfer your personal information to a third party as part of a sale of some or all of our business and assets to any third party or as part of any business restructuring or reorganisation, or if we're under a duty to disclose or share your personal data in order to comply with any legal obligation or to enforce or apply our terms of use or to protect the rights, property or safety of our supporters and customers. However, we will take steps with the aim of ensuring that your privacy rights continue to be protected.

### **Your choices**

You have a choice about whether or not you wish to receive information from us. If you do not want to receive communications from us and our services, you should not complete the enquiry section or subscribe for updates section.

We will not contact you for marketing purposes by email or phone unless you have given your prior consent by completing either the enquiry section or subscribe for updates section, or are an existing/past client organisation. You can change your preferences at any time by contacting us by email: [info@pinnacle-ni.com](mailto:info@pinnacle-ni.com).

### **Security precautions in place to protect the loss, misuse or alteration of your information**

Non-sensitive details (your email address etc. entered into our website) are transmitted normally over the Internet, and this can never be guaranteed to be 100% secure. As a result, while we strive to protect your personal information, we cannot guarantee the security of any information you transmit to us, and you do so at your own risk.

### **Profiling**

We may analyse your submitted information to create a profile of your business interests and preferences so that we can contact you with information relevant to you. We may make

use of additional information about you when it is available from external sources to help us do this effectively.

### **Use of 'cookies'**

Like many other websites, the Pinnacle Professional website uses cookies. 'Cookies' are small pieces of information sent by an organisation to your computer and stored on your hard drive to allow that website to recognise you when you visit. They collect statistical data about your browsing actions and patterns and do not identify you as an individual. This helps us to improve our website and deliver a better more personalised service.

It is possible to switch off cookies by setting your browser preferences. Turning cookies of may result in a loss of functionality when using our website.

### **Links to other websites**

Our website may contain links to other websites run by other organisations e.g. LinkedIn. This privacy policy applies only to our website, so we encourage you to read the privacy statements on the other websites you visit. We cannot be responsible for the privacy policies and practices of other sites even if you access them using links from our website.

In addition, if you linked to our website from a third party site, we cannot be responsible for the privacy policies and practices of the owners and operators of that third party site and recommend that you check the policy of that third party site.

### **Transferring your information outside of Europe**

As part of the services offered to you through this website, the information which you provide to us may be transferred to countries outside the European Union ("EU"). By way of example, this may happen if any of our servers are from time to time located in a country outside of the EU. These countries may not have similar data protection laws to the UK. By submitting your personal data, you're agreeing to this transfer, storing or processing. If we transfer your information outside of the EU in this way, we will take steps to ensure that appropriate security measures are taken with the aim of ensuring that your privacy rights continue to be protected as outlined in this Policy.

If you use our services while you are outside the EU, your information may be transferred outside the EU in order to provide you with those services.

### **Review of this Policy**

We keep this Policy under regular review. This Policy was last updated in May 2018.