

## Harvey Thorneycroft Limited – Private Policy

This Privacy Policy governs the manner in which Harvey Thorneycroft Ltd collects, uses, maintains and discloses information collected from clients, and visitors to the website [www.harveythorneycroft.co.uk](http://www.harveythorneycroft.co.uk).

### Personal identification information

We may collect personal identification information from clients in a variety of ways, including, but not limited to, when clients send a contact form from the website, or contact us by email or telephone to enquire about the availability of one of the speakers we represent, or service that we provide. Clients may be asked for, as appropriate, name, company name, job title, email address, mailing address, phone number.

### Non-personal identification information

We may collect non-personal identification information about Users whenever they interact with our web site. Non-personal identification information may include the browser name, the type of computer and technical information about Users means of connection to our Site, such as the operating system and the Internet service providers utilized and other similar information.

### Web browser cookies

Our Site may use “cookies” to enhance User experience. User’s web browser places cookies on their hard drive for record-keeping purposes and sometimes to track information about them. User may choose to set their web browser to refuse cookies, or to alert you when cookies are being sent.

### How we use collected information

Harvey Thorneycroft Ltd may collect and use clients’ personal information for the following purposes:

#### To send periodic emails

We may use the email address to send the client information and updates about speakers we represent, services we offer, upcoming event information and general HTL news updates. It may also be used to respond to their enquiries, questions, and/or other requests.

We may also use the email address to send Brilliant Minds Digital briefings on a regular fortnightly basis.

Clients can unsubscribe from emails at any time, by clicking on the unsubscribe button or replying to an email with UNSUBSCRIBE as the subject.

### How we protect your information

We adopt appropriate data collection, storage and processing practices and security measures to protect against unauthorized access, alteration, disclosure or destruction of your personal information, transaction information and data stored on our Site.

### Sharing your personal information

We do not share your information with any third parties.

### Changes to this privacy policy

Harvey Thorneycroft Ltd has the discretion to update this privacy policy at any time. When we do, we will post a notification on the main page of our Site. We encourage clients to frequently check this page for any changes to stay informed about how we are helping to protect the personal information we collect. You acknowledge and agree that it is your responsibility to review this privacy policy periodically and become aware of modifications.

### Contacting us

If you have any questions about this Privacy Policy, the practices of our website, or your dealings with us and our website, please contact us.

This document was last updated on May 28, 2018.