

This Privacy Notice under the General Data Protection Regulations (GDPR), explains our relationship with you in relation to our website and our organisation, and how we use and protect any personal information that you give us. If you have any questions about the Privacy Notice or do not agree with it, please contact us before using our website or using our services. We may change this Privacy Notice from time to time by updating this page. You should check this page from time to time to ensure you are happy with any changes.

At Clean Energy Consultancy Ltd we are committed to safeguarding and preserving the privacy of our customers and staff. This Privacy Notice document explains what happens to any personal data that you provide to us, or that we collect from you whilst you visit our site, contact our organisation or employ our services. We do update this Privacy Notice from time to time so please do review this Privacy Notice regularly.

Information That We Collect

We provide quotations for our services, that once accepted become a contract, and subject to amendment. The processing of your personal data is necessary for the contract between you and our company to be fulfilled, or because you requested we take specific steps before entering into a contract.

In running and maintaining our website and our business activities, we may collect and process the following data about you:

- * Information provided voluntarily by you. For example, when you request information about our services.
- * Information that you provide when you communicate with us by any means.

Use of Your Information

We use the information that we collect from you to provide our services to you. In addition to this we may use the information for one or more of the following purposes:

- * To provide information to you that you request from us relating to our services. Such information will only be provided where you have requested to receive such information.
- * To inform you of any changes to our services.

If you have previously purchased services from us we may provide to you details of similar or complimentary services, that you may be interested in.

We never give your details to third parties to use your data to enable them to provide you with information regarding unrelated goods or services.

Storing Your Personal Data

In operating our website it may become necessary to transfer data that we collect from you to locations outside of the European Union for processing and storing. By providing your personal data to us, you agree to this transfer, storing and processing. We do our utmost to ensure that all reasonable steps are taken to make sure that your data is stored securely.

Unfortunately the sending of information via the internet is not totally secure and on occasion such information can be intercepted. We cannot guarantee the security of data that you choose to send us electronically, sending such information is entirely at your own risk.

Disclosing Your Information

We will not disclose your personal information to any other party other than in accordance with this Privacy Policy and in the circumstances detailed below:

- * In the event that we sell any or all of our business to the buyer.
- * Where we are legally required by law to disclose your personal information.
- * To further fraud protection and reduce the risk of fraud.

Third Party Links

On occasion we include links to third parties on our website. Where we provide a link it does not mean that we endorse or approve that site's policy towards visitor privacy. You should review their privacy policy before sending them any personal data.

Access to Information

In accordance with the General Data Protection Regulations you have the right to access any information that we hold relating to you. Please note that we reserve the right to charge a fee of £10 to cover costs incurred by us in providing you with the information.

Individual rights

Under the GDPR you have the right to:

1. Have access to your personal data.
2. The right to rectification. Personal data can be rectified if it is inaccurate or incomplete.
3. The right to erase – the right to be forgotten.
4. The right to restrict data processing, you have the right to block or suppress processing of personal data.
5. The right to data portability – allows you to obtain and reuse your personal data for your own purposes across different services without hindrance to usability.
6. The right to object to data processing based on legitimate interests in public interest, direct marketing and processing for research and statistics.
7. Rights in relation to automated and individual decision making and automated processing of personal data to evaluate certain things about an individual

Cookies

To make our web site simpler to use, we sometimes place small files on your computer. These are known as cookies, almost all websites do this too. Cookies have many uses and most are not damaging to your privacy, all of the cookies used on this web site fall into that category. We do not use cookies that collect or transfer your personal data to other web sites for advertising or any other purpose.

Cookies are used on this site purely to improve services for you through, for example:

- enabling a service to recognise your device so you don't have to give the same information several times during one task
- recognising that you may already have given a username and password so you don't need to do it for every web page requested
- measuring how many people are using the site, so it can be made easier to use and there's enough capacity to ensure it is fast enough

Google Analytics are GDPR compliant. We use Google Analytics to measure how many people use our web site. We do this to make sure the site is meeting users' needs and to understand how we could improve it.

Google Analytics stores information about what pages you visit, how long you are on the site, how you got here and what you click on. We do not collect or store any personal information (e.g. your name or address) so this information cannot be used to identify who you are. We also do not allow Google to use or share our analytics data.

The following cookies are used by Google Analytics:

- _utma stores a randomly generated number for 2 years
- _utmb stores a randomly generated number for 30 minutes
- _utmc stores a randomly generated number until you close your browser
- _utmz stores a randomly generated number and anonymous information on how the site was reached (e.g. direct or via a link or a search) for 6 months

The following cookie is used to provide other normal website functions:

- asp.net_sessionid stores a randomly generated number until you close your browser

If you do not wish to accept any cookies on to your machine you can disable them by adjusting the settings on your browser. However, this is likely to adversely affect the functionality of websites you visit.

Contacting Us

Please do not hesitate to contact us regarding any matter relating to this Privacy Notice via email at info@cleanenergyconsultancy.co.uk. Our data protection contact is Andrew Robertson.