

Privacy Policy 2008 - 2009

Safeguarding your rights

The privacy of our users is important to us and we take care to safeguard it. This policy explains how we use your personal information.

What information do we collect?

When you register as a user, or buy services from us we will collect the information necessary to provide the service which includes, as a minimum, your name, telephone number and an e-mail address. You may also be asked to provide additional information but this will be on a voluntary basis.

We will also collect information from you if you complete any other forms on our site or if you contact us with comments or specific requests.

What do we use personal information for?

We want to provide a service which is personalised to each of our visitors. We also want to give you control of what you receive as a result of registering with us.

Weekly E-mails & Special Offers

If you decide you would like to receive our Welcome to Monday Morning e-mail, you will receive this e-mail once per week only.

Contacting you for other purposes

We may contact you about other CGA Management' events and services from time to time by e-mail, or telephone – but only if you choose to provide these contact details. We may contact you occasionally about surveys, special offers or competitions; but we will never bombard you with rubbish.

We will not share your information with any third-party partners or organisations for any purpose not connected with delivering our services to you.

Information collected automatically

Our websites automatically collect information about your visit. We use this information to help us improve our website and to make it more efficient for you. Our external web host may also automatically log your IP address, a unique identifier for your computer or other access device.

Cookies

Cookies are small text files that can be used by web sites to make a user's experience more efficient.

Our websites will sometimes create these cookies to either enhance security or simplify your experience of our website. We do not store any personal information in these cookies.

If you do want to delete any cookies that are already on your computer, please refer to the instructions for your file management software to locate the file or directory that stores cookies. You can access them through some types of browser. Our cookies will have filenames ending cgam.txt.

More information about cookies, including how to block them and/or delete them, can be found at AboutCookies.org.

Transferring information overseas

Whilst CGA Management does not currently have any offices outside the UK – we do have delivery partners who we work with and suppliers who provide various online services to our clients. At no point will these organisations own your information and it will be removed from their systems as soon as the service has been completed.

These suppliers include surveymonkey.com, website hosting companies, printing partners and VOIP service providers used by CGA Management and its daughter companies.

Registered Office
CGA House
212 Piccadilly
London, W1J 9HG

Company Information
CGA Management Ltd
Company number: 3948305
Vat number: 835856392

Contact Details
E: contact@cgamanagement.co.uk
T: +44 (0) 203 355 4006
F: +44 (0) 870 420 5261

Information requests

You can ask for a copy of the information we hold about you at any time (for which we may charge a small fee). We will also correct any inaccuracies in your information at your request.

Contact

If you have any queries concerning your personal information or any questions on our use of the information, please contact Andy Copland using the contact form on our websites.

Registered Office
CGA House
212 Piccadilly
London, W1J 9HG

Company Information
CGA Management Ltd
Company number: 3948305
Vat number: 835856392

Contact Details
E: contact@cgamanagement.co.uk
T: +44 (0) 203 355 4006
F: +44 (0) 870 420 5261