

## **Privacy and Cookies Policy**

We, Forward And Thinking Limited, operate this Privacy and Cookies Policy because we are committed to safeguarding the privacy of those using this website and the confidentiality of any information that we collect about You. This Privacy and Cookies Policy sets out how we will use any personal information that we may obtain from You. If we change any of the terms of Our Privacy and Cookies Policy we will post the revised policy on this website at [www.forwardandthinking.com](http://www.forwardandthinking.com) behind the "Privacy and Cookies Policy" link at the bottom of each page.

Whenever you submit your information to us, whether it be by using and/or registering to use this website, by email, over the telephone or in person, you are consenting to our collection and use of such information in accordance with the terms of this Privacy and Cookies Policy and, unless you let us know otherwise, are opting to be added to our mailing lists. Please see the "How do you stop marketing information being sent to you?" section below for further information if you do not wish to receive such mailings from us, or just email us at [support@forwardandthinking.com](mailto:support@forwardandthinking.com) with details of your request.

This Privacy and Cookies Policy contains defined terms, the meanings of which are explained in our Terms and Conditions.

### **Who are we?**

We are Forward And Thinking Limited, a limited company registered in England (number 06950905) whose registered office and address for correspondence is 82 York Road, Market Weighton, YO43 3EF.

We operate this website, the homepage of which can be found at <https://www.forwardandthinking.com>. We are committed to ensuring that all personal information we hold is treated properly and in accordance with the Data Protection Act 1998. We are the data controller for the purposes of that Act. In accordance with the Data Protection Act 1998, we are required to explain to you how we will treat any personal data which we collect from you.

### **What information do we collect and how do we use it?**

It is possible to visit and browse the website without being required to tell us who you are or reveal any information about you.

Whenever you register with us, post an Invitation or submit or select a price using the website, we will ask for certain information which may include your name, user name, invoice address, other account details, email address and telephone number. We will also collect details of any invitations posted by you, prices submitted or selected by you and other information posted by you using the website. We will use such information to enable you to use the website and participate in its interactive features.

Unless you ask us not to, we may use your information to inform you of special offers, promotions, new services and changes to the website via post, telephone, email or other appropriate means. If you do not wish to receive this information please see the section below headed "How do you stop marketing information being sent to you?".

You warrant that any information You supply to us is accurate and up to date, that you will inform us if any such information requires updating and that if you submit a third party's details to us you have that third party's permission to do so.

## **Third Parties**

We will share personal information about You with third parties who are directly involved in dealing with any enquiry made by You, fulfilling any services You have requested from Us, where We are legally required to do so or where We have stated otherwise on the Website. If You receive services which involve the services of a third party We will pass information about You to the supplier so that it can provide You with these services and any associated services which We ask it to provide.

## **How do You stop marketing information being sent to You?**

You currently do not need to unsubscribe from marketing by third parties as we will do NOT send third party marketing to you or provide your details to third parties for marketing purposes. You can ask that no marketing information from Us is sent to You by emailing Us at [support@forwardandthinking.com](mailto:support@forwardandthinking.com) . It may take up to 14 working days to remove You from Our marketing lists.

## **Security**

We will take all reasonable steps to protect Your personal information. However, the Internet is global and no data transmitted via the Internet can be guaranteed by Us to be completely secure during transmission. We cannot guarantee the security of any data that You disclose online and We will not be responsible for any breach of security unless this is due to Our negligence or wilful default. It is possible that the information You provide to Us will be temporarily transferred via a route outside the European Economic Area as it passes between You and Us.

## **Access to your information**

You have a legal right to see a copy of the personal data (as defined under the Data Protection Act 1998) that We keep about You, subject to certain exemptions. Requests for such information should be made in writing to The Data Protection Officer, [support@forwardandthinking.com](mailto:support@forwardandthinking.com) along with payment of a fee of £10.

In accordance with the Data Protection Act 1998, We follow security procedures in the storage and disclosure of Your information. We may therefore request proof of Your identity before disclosing certain information to You.

Please contact us at the above address if You have any reason to believe that information We hold about You is inaccurate.

## **Cookies**

This website uses “cookies” to ensure You receive the best possible visitor experience. Cookies are small files which are sent by a web server to an individual’s computer which are then stored on that computer’s hard drive. A cookie contains text, and is like an identification card which can only be translated by the server it originated from.

Cookies cannot tell Us information such as Your email address, which We can only collect where you tell Us, for example if You register as a member or provide Your details in a capture form.

The Website uses the following cookies for the following purposes: [forwardandthinking.com](http://forwardandthinking.com) uses cookies for the purposes of Google analytics.

Most internet browsers allow You to prevent cookies being stored on Your computer. Alternatively, You may be able to configure Your browser to accept all cookies or to notify You when a cookie is offered by Our server. You may also be able to delete all cookies currently stored on Your web browser.

Some parts of the Website require cookies to be enabled in order to function correctly, such as logging in. Therefore, unless You change your browser settings You will automatically accept cookies from this website.

We may also collect information about where You are on the Internet (e.g. the URL you came from, IP address, and domain types like .co.uk and .com), Your browser type, the country where Your computer is located, the pages of the Website that were viewed during Your visit and any search terms that You entered on Our website. We may collect this information even if You do not register with Us as a member.

For further information about cookies and how they are used, please visit [www.aboutcookies.org](http://www.aboutcookies.org).

### **How will You know if We make any changes to this Privacy and Cookies Policy?**

We may amend this Privacy and Cookies Policy from time to time. You are bound by any changes We make to this Privacy and Cookies Policy with effect from the date of the change. If We make any substantial changes to the way in which We use Your personal information We will notify You by posting a notice on the Website's home page. You can view the current version of Our Privacy and Cookies Policy at any time by clicking on the Privacy and Cookies Policy link on the Website's home page.

### **What about third party websites that You can access via Our website?**

The Website contains links to other websites which are outside Our control and are not covered by this Privacy and Cookies Policy. If You access other websites using the links provided, the operators of those websites may collect personal information from You which will be used in accordance with their respective privacy policies which You should read. We are not liable for the practices of such third party website operators in respect of Your personal information.

You acknowledge that any information that You post using our social media facilities will be viewable by anybody who visits those websites and that such information is not subject to this Privacy and Cookies Policy.