

Business privacy policy

This privacy policy sets out how Andante Project Resources Ltd (APR) trading as Avril Chaffey PR uses and protects any information that you give APR in furtherance of any press activity.

APR is committed to ensuring that your privacy is protected. Should we ask you to provide certain information by which you can be identified when producing press releases or articles, then you can be assured that it will only be used in accordance with this privacy statement.

APR may, from time to time, change this policy. This policy is effective from 1st March 2018

What we collect

We may collect, through the provision of your curriculum vitae, the following information:

- name and job title
- contact information including email address
- demographic information such as postcode, preferences and interests

What we do with the information we gather

We require this information to produce job / role appointment press releases or articles for your employer. These are sent to various trade and local press organisations for publication in various types of media.

Security

We are committed to ensuring that your information is secure. In order to prevent unauthorised access or disclosure, we have put in place suitable physical, electronic and managerial procedures to safeguard and secure the information we are provided with. Your personal information is only retained for 4 months, following receipt, after which all copies are destroyed.

Controlling your personal information

You may choose to restrict the collection or use of your personal information in the following ways:

if you have previously agreed to us using your personal information for public relation purposes, you may change your mind at any time by writing to or emailing us at avril@avrilchaffeypr.co.uk

We will not sell, distribute or lease your personal information to third parties unless we have your permission or are required by law to do so.

You may request details of personal information which we hold about you under the Data Protection Act 1998 and GDP Regulations. A small fee may be payable. If you would like a copy of the information held on you please write to Andante Project Resources Ltd, c/o Avril Chaffey PR, Elm Farm, Hamstead Marshall, Newbury. RG20 0HR.

If you believe that any information we are holding on you is incorrect or incomplete, please write to or email us as soon as possible, at the above address. We will promptly correct any information found to be incorrect.