

**This privacy statement relates to Accolade Measurement Ltd and its website
www.accolademeasure.co.uk**

This privacy statement sets out how Accolade Measurement Ltd uses and protects any information that you give us when you contact us or use our website.

We are committed to ensuring that your privacy is protected. Should we ask you to provide certain information by which you can be identified when using this website, then you can be assured that it will only be used in accordance with this privacy statement.

We may make changes to this statement by updating this document. You should check this document from time to time to ensure that you are happy with any changes. This statement is effective from 23/05/2018.

What we collect and what we use this data for

If you contact us in person, by phone, fax, email, letter or via the contact form on our website, we may retain the following information:

- Your full name and contact information including company name, address, phone number and email address as provided by you, your employer, or as available in the public domain

This information is used by us to contact you regarding your enquiry, or to let you know of other potential work we may be able to assist you with.

If you visit our website, Google Analytics also makes the following information available to us:

- Page Information:
URL: the URL of the page the user is viewing
Title: the title of the page the user is viewing
- Browser Information:
Browser name: the browser the user is using
Viewport or Viewing pane: the size of the browser window
Screen resolution: the resolution of the user's screen
Java enabled: whether or not the user has Java enabled
Flash version: what version of Flash the user is using
- User Information:
Location: this is derived from the IP address where the hit originated. The IP address itself is not available in GA as it is personally identifiable information (PII) which violates the terms of Google Analytics.
Language: derived from the language settings of the browser

This information is made available to us by Google and is used to monitor the performance of our website and make improvements to our web content in-line with general user preferences.

Security

To prevent unauthorised access or disclosure, we have put in place suitable physical, electronic and managerial procedures to safeguard and secure the information we collect online.

How we use cookies

A cookie is a small file which asks permission to be placed on your computer's hard drive. Once you agree, the file is added and the cookie helps analyse web traffic or lets you know when you visit a particular site. Cookies allow web applications to respond to you as an individual. The web application can tailor its operations to your needs, likes and dislikes by gathering and remembering information about your preferences.

We use traffic log cookies to identify which pages are being used. This helps us analyse data about web page traffic and improve our website to tailor it to customer needs. We only use this information for statistical analysis purposes and then the data is removed from the system.

Overall, cookies help us provide you with a better website, by enabling us to monitor which pages you find useful and which you do not. A cookie in no way gives us access to your computer or any information about you, other than the data you choose to share with us.

You can choose to accept or decline cookies. Most web browsers automatically accept cookies, but you can usually modify your browser setting to decline cookies if you prefer. This may prevent you from taking full advantage of the website.

Links to other websites

Our website may contain links to other websites of interest. However, once you have used these links to leave our site, you should note that we do not have any control over that other website. Therefore, we cannot be responsible for the protection and privacy of any information which you provide whilst visiting such sites and such sites are not governed by this privacy statement. You should exercise caution and look at the privacy statement applicable to the website in question.

Controlling your personal information

You may choose to restrict the collection or use of your personal information by notifying us at anytime by writing to us at Accolade Measurement Ltd, Unit 1 East Burrowfield, WGC, Herts, AL7 4TB or emailing us at mail@accolademeasure.co.uk.

We will not sell, distribute or lease your personal information to third parties unless we 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. A small fee will be payable. 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.