

WWW.THEPANDAGROUP.CO.UK

## PRIVACY POLICY

This is the privacy policy for [www.thepandagroup.co.uk](http://www.thepandagroup.co.uk). This website is owned and operated by Begbies Traynor (SY) LLP.

We are committed to protecting and respecting your privacy. This policy (together with our Terms of Use and any other documents referred to on it) sets out the basis on which any personal data we collect from you, or that you provide to us, will be processed by us. Please read the following carefully to understand our views and practices regarding personal data and how we will treat it.

For the purpose of the Data Protection Act 1998 (the "Act"), the data controller Begbies Traynor (SY) LLP Kendal House, Scotland Street, Sheffield, S37BS.

## INFORMATION WE MAY COLLECT FROM YOU

We may collect and process the following data through [thepandagroup.co.uk](http://thepandagroup.co.uk):

- Information that you might provide by filling in forms on [thepandagroup.co.uk](http://thepandagroup.co.uk). This includes information provided when you subscribe for our e-newsletter, contact us using the online contact form, register to access restricted parts of the site, or request further services. We may also ask you for information when you report a problem with [thepandagroup.co.uk](http://thepandagroup.co.uk);
- If you contact us, we may keep a record of that correspondence;
- We may also ask you to complete surveys that we use for research purposes, although you do not have to respond to them; and
- Details of your visits to [thepandagroup.co.uk](http://thepandagroup.co.uk) and the resources that you access.

## INFORMATION ABOUT YOUR COMPUTER

We may collect information about your computer, including where available your IP address, operating system and browser type for the purpose of system administration. In the future, we may also report aggregate statistical data to our advertisers about our users' browsing actions and patterns. However, this information will never identify individuals.

## COOKIES

A cookie is a small file of letters and numbers that we put on your computer to help us to provide you with a good experience when you browse our site and also allow us to improve [thepandagroup.co.uk](http://thepandagroup.co.uk).

We use the following types of cookies on [thepandagroup.co.uk](http://thepandagroup.co.uk):

- Essential cookies for user settings and tracking

Cookie name	Typical content	Duration
ASP.NET_SessionId	randomly generated number	session

This cookie is essential for the functioning of our website. It tracks when a user or administrator has logged in and identifies that user or administrator once logged into the website. For further details on the cookies set by Microsoft ASP.NET, please refer to the Microsoft website.

- Cookies for improving service

Cookie name	Typical content	Duration
_utma	Randomly generated number	2 years
_utmb	Randomly generated number	30 minutes
_utmc	Randomly generated number	session
_utmz	Randomly generated number and information on how the site was reached (e.g. directly or via a link, search etc.)	6 months

Google Analytics sets these cookies to help us collect information about how visitors use our website. We use this information to compile reports and to help us improve our website for example by ensuring that users are finding what they are looking for easily. These cookies collect information in an anonymous form, including the number of visitors to the website, how the visitors have come to our website and the pages they visit.

For further details on the cookies set by Google Analytics, please refer to the Google Code website.

- Cookies for remembering your login details

Cookie name	Typical Content	Duration
UserInfo	Email address and hashed version on your password	1 year

The UserInfo cookie is used to remember your login details (email address and hashed version of your password) if you request the website to remember this information. This is a custom cookie set by us.

You can block cookies by activating the setting on your browser which allows you to refuse the setting of all or some cookies. However, if you use your browser settings to block all cookies (including essential cookies) you may not be able to access all or parts of thepandagroup.co.uk or third party sites.

## WHERE WE STORE YOUR PERSONAL DATA

All information that you provide to us is stored on our secure servers at a location within the European Economic Area, and will be processed by staff operating in that area. We will take all steps reasonably necessary to ensure that your data is treated securely and in accordance with this privacy policy.

If we have given you (or where you have chosen) a password which enables you to access certain parts of thepandagroup.co.uk, you are responsible for keeping this password confidential. We ask you not to share a password with anyone.

Unfortunately, the transmission of information via the internet is not completely secure. Although we will do our best to protect your personal data, we cannot guarantee the security of your data transmitted to thepandagroup.co.uk; any transmission is at your own risk. Once we have received your information, we will use strict procedures and security features to try to prevent unauthorised access.

**USES MADE OF THE INFORMATION** We use information held about you in the following ways:

- To ensure that content from pagrouplc.com is presented in the most effective manner for you and for your computer.
- To provide you with information or services that you request from us or which we feel may interest you, where you have consented to be contacted for such purposes.
- To carry out our obligations arising from any contracts entered into between you and us.
- To allow you to participate in interactive features of our service (if any), when you choose to do so.
- To notify you about changes to our service.

We may also use your data, or permit other members of The Begbies Traynor Group, to use your data, to provide you with information about services which may be of interest to you and we or they may contact you about these by post or telephone.

If you are an existing client, we will only contact you by electronic means (e-mail or SMS) with information about services similar to those which were the subject of previous work we have done for you.

## DISCLOSURE OF YOUR INFORMATION

We may disclose your personal information to any member of our group, which means our subsidiaries, our ultimate holding company and its subsidiaries, as defined in section 1159 of the UK Companies Act 2006. For a list of our main group companies please refer to the 'Contact Us / How to Find Us' section of our site.

We may disclose your personal information to third parties:

- In the event that we sell or buy any business or assets, in which case we may disclose your personal data to the prospective seller or buyer of such business or assets.

- If we are under a duty to disclose or share your personal data in order to comply with any legal obligation, or in order to enforce or apply our Terms of Use and other agreements; or to protect the rights, property, or safety of Begbies Traynor (SY) LLP., our customers, or others. This includes exchanging information with other companies and organisations for the purposes of fraud protection and credit risk reduction.

## YOUR RIGHTS

You have the right to ask us not to process any personal data we may hold about you for marketing purposes. We will usually inform you (before collecting your data) if we intend to use your data for such purposes or if we intend to disclose your information to any third party for such purposes. You can exercise your right to prevent such processing at any time by contacting us at [sheffield.reception@begbies-traynor.com](mailto:sheffield.reception@begbies-traynor.com)

thePandagroup.co.uk may, from time to time, contain links to and from the websites of our partner networks, advertisers and affiliates. If you follow a link to any of these websites, please note that these websites have their own privacy policies and that we do not accept any responsibility or liability for these policies. Please check these policies before you submit any personal data to these websites.

## ACCESS TO INFORMATION

The Act gives you the right to access information held about you. Your right of access can be exercised in accordance with the Act. Any access request may be subject to a fee of £10 to meet our costs in providing you with details of the information we hold about you.

## CHANGES TO OUR PRIVACY POLICY

Any changes we may make to our privacy policy in the future will be posted on this page and, where appropriate, notified to you by e-mail. 5 CONTACT Questions, comments and requests regarding this privacy policy are welcomed and should be addressed to [sheffield.reception@begbies-traynor.com](mailto:sheffield.reception@begbies-traynor.com).