



website privacy statement

SW1 Concierge4You will collect the personal details that you provide to us on our website for the purposes of providing you with services and/or information. In providing such services and/or information to you we will only use your data in accordance with the terms of the following statement.

This statement sets out below:

1. How personally identifiable information of yours is collected from you through the website;
2. How the information is used by us;
3. With whom the information may be shared and for what purpose(s);
4. What choices are available to you regarding collection, use and distribution of the information;
5. The kind of security procedures that are in place to protect the loss, misuse or alteration of information collected through our website;
6. How you can correct any inaccuracies in the information.

If you feel that this consultancy is not abiding by its posted privacy policy, you should first contact hello@sw1concierge4you.com.

Information collection and use

SW1 Concierge4You is the sole owner of the information collected on this site. We will not sell, share, or rent this information to others unless they are, like us, trading under the umbrella of SW1 Communications Ltd. SW1 Concierge4You collects information from our users at several different points on our website.

Registration

We request information from you (the user) on our online registration form and also on our Making Contact page. Here a user must provide contact information and on the registration form provide information regarding the type of work you are seeking and your skills, qualifications and experience. This information is used to enable us to provide you with work-finding services. If we have trouble processing your application, this contact information is used to get in touch with you. SW1 Concierge4You does not use this information for any other purpose.

Cookies

A cookie is a piece of data stored on a user's hard drive containing information about the user. Usage of a cookie is in no way linked to any personally identifiable information while on our site. Once the user closes their browser, the cookie simply terminates. For instance, by setting a cookie on our site, you (the user) would not have to log in a password more than once, thereby saving time while on our site. If a user rejects the cookie, they may still use our site.

Log files

We use IP addresses to analyse trends, administer the site, track user movement, and gather broad demographic information for aggregate use. IP addresses are not linked to personally identifiable information.



1 **Registered office:** SW1 Concierge4You, 2nd Floor, 145-157 St John Street, London, EC1V 4PY.
t: 0845 409 4529 **e:** hello@sw1concierge4you.com

SW1 Concierge4You is a trading name of SW1 Communications Ltd.
Registered in England & Wales. Company number 6757949. VAT registration number 946 6748 69.

Sharing

We may share aggregated demographic information with our clients. This is not linked to any personal information that can identify any individual person.

These parties are not allowed to use personally identifiable information except for the purpose of providing these services.

Links

This website contains links to other sites. Please be aware that SW1 Concierge4You is not responsible for the privacy practices of such other sites. We encourage our users to be aware when they leave our site and to read the privacy statements of each and every website that collects personally identifiable information. This privacy statement applies solely to information collected by this website.

Security

This website takes every precaution to protect our users' information. When users submit sensitive information via our website, their information is protected both online and offline.

When our registration form asks users to enter sensitive information (such as information about their health), that information is encrypted and is protected. While on a secure page, the lock icon on the bottom of Web browsers such as Netscape Navigator and Microsoft Internet Explorer becomes locked, as opposed to unlocked, or open, when you are just 'surfing'. While we use encryption to protect sensitive information online, we also do everything in our power to protect user information offline. All of our users' information, not just the sensitive information mentioned above, is restricted in our offices. Only SW1 Concierge4You employees who need the information to perform a specific job (for example, our accounts clerk or a marketing assistant) are granted access to personally identifiable information.

If you have any questions about the security at our website, you can send an email to hello@sw1concierge4you.com

Correction/updating personal information

If your personally identifiable information changes (such as office or home address), we will endeavour to provide a way to correct, update or remove the personal data provided to us. This can usually be done by emailing hello@sw1concierge4you.com

Notification of changes

If we decide to change our privacy policy, we will post those changes on our Homepage so our users are always aware of what information we collect, how we use it, and under circumstances, if any, we disclose it. If at any point we decide to use personally identifiable information in a manner different from that stated at the time it was collected, we will notify users by way of an email. Users will have a choice as to whether or not we use their information in this different manner. We will use information in accordance with the privacy policy under which the information was collected.

