

Best Companies Limited

Data Protection and Privacy Notice



1. Your personal data are held by Best Companies Limited and are kept confidential on our secure database. We will use your personal data to provide you and/or your employer with our products and services (including enabling you and/or your employer to purchase our products and services and allowing you to access our web site), for administration and accounting, for marketing, to respond to complaints and to ensure that the content of our web site and the products and services that we offer are tailored to needs and interests of you and/or your employer.
2. We take appropriate measures to ensure that your personal data are kept secure and are kept for only so long as is necessary for the purpose for which they are used. We only hold such personal data about you as you and/or your employer have provided to us and we update this personal data within 5 working days of any new or updated personal data being provided to us by you, to ensure that the personal data we hold about you is as accurate and up to date as possible.
3. In the event that you and/or your employer register your details with www.bestcompanies.co.uk, we will store your personal data for so long as you are a registered user. After you cease to be a registered user we will keep your personal data on our records for a period of up to 5 years to enable us to respond to any queries or complaints that you may have. After this time we will delete all of your personal data from our records, apart from any data that we are required to keep for legal reasons - for example we need to keep billing data, which may include your personal data, for 7 years in accordance with Inland Revenue rules.
4. By providing us with your personal data (or allowing your employer to do so) you consent to our transferring your personal data to countries or jurisdictions that do not provide the same level of data protection as is provided in the United Kingdom.
5. If you have provided us with data about another person, you confirm that they consent to the processing of their personal data and that you have informed them of our identity and the purposes (as set out above) for which their personal data will be processed.
6. We link to a variety of other web sites and we display advertisements from third parties on our site. We are not responsible for the privacy policies of these web sites and third party advertisers, nor for the way in which information about their users is treated. In particular, unless expressly stated, we are not agents for these web sites or advertisers, nor are we authorised to make representations on their behalf.
7. You are entitled to ask for a copy of any personal data that we hold about you (for which we may charge a small fee) and to have any inaccuracies in your personal data corrected.
8. For quality control and training purposes, we may monitor or record your communications with us.
9. Cookies

We may store information about you in a cookie (a small file that is sent by our web server to your computer), which we can access when you make return visits to www.bestcompanies.co.uk. Sending cookies is usual practice for any web site that needs to remember what its users' preferences are and we use cookies to keep track of your choices in this site (such as login or registration identification, login time, user preferences etc.)

If you want to delete any cookies that are already on your computer, please refer to the instructions for your file management software to locate the file or directory that cookies are stored in. Our cookies have the file names username@bestcompanies.co.uk, and username@secure.bestcompanies.co.uk. If you want to stop cookies being stored on your computer in the future, please refer to your browser manufacturer's instructions by clicking "Help" in your browser menu. Further information about deleting or controlling cookies is available at www.aboutcookies.org.

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11. Please note that when you visit our site, we may also log your IP address, a unique identifier for your computer or other access device. We will keep these records for up to 5 years.

If your personal details change, please amend your details through the online system, or contact us at 01978 856 222. If you have any queries about how we use your personal data, please contact us by writing to Best Companies Limited, Hamilton House, Rackery Lane, Llay, Wrexham, LL12 0PB or by email support@bestcompanies.co.uk.