

At Opera PR & Communications, we are committed to safeguarding the privacy of our website visitors; this policy sets out how we will treat your personal information.

### **What information do we collect?**

We may collect, store and use the following kinds of personal information:

1. Information about your computer and about your visits to and use of this website (including your IP address, geographical location, browser type and version, operating system, referral source, length of visit, page views, and website navigation
2. Information that you provide to us for the purpose of registering to receive our newsletters or requesting more information.
3. any other information that you choose to send to us

### **Cookies**

Personal information submitted to us via this website will be used for the purposes specified in this privacy policy or in relevant parts of the website. We may use your personal information to:

- Administer the website
- Improve your browsing experience by personalising the website
- Enable your use of the services available on the website
- Send statements and invoices to you, and collect payments from you
- Send you general (non-marketing) commercial communications
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- Send you email notifications, which you have specifically requested, including our newsletters and other marketing communications relating to our business that we think may be of interest to you by post or, where you have specifically agreed to this, by email or similar technology

## **Disclosures**

We may disclose information about you to any of our employees, officers, agents, suppliers or subcontractors insofar as reasonably necessary for the purposes as set out in this privacy policy.

In addition, we may disclose your personal information:

(a) to the extent that we are required to do so by law

(b) in connection with any legal proceedings or prospective legal proceedings

(c) in order to establish, exercise or defend our legal rights (including providing information to others for the purposes of fraud prevention and reducing credit risk)

(d) to the purchaser (or prospective purchaser) of any business or asset which we are (or are contemplating) selling

(e) to any person who we reasonably believe may apply to a court or other competent authority for disclosure of that personal information where, in our reasonable opinion, such court or authority would be reasonably likely to order disclosure of that personal information.

Except as provided in this privacy policy, we will not provide your information to third parties. In addition, personal information that you submit for publication on the website will be published on the internet and may be available, via the internet, around the world. We cannot prevent the use or misuse of such information by others.

(7) Security of your personal information – We will take reasonable technical and organisational precautions to prevent the loss, misuse or alteration of your personal information.

We will store all the personal information you provide on our secure (password- and firewall- protected) servers, which are not cloud based.

## **Your rights**

You have the right to have your details removed from our database at ANY time. You may also instruct us to provide you with any personal information we hold about you.

Provision of such information will be subject to:

(a) the supply of appropriate evidence of your identity (for this purpose, we will usually accept a photocopy of your passport certified by a solicitor or bank plus an original copy of a utility bill showing your current address).

We may withhold such personal information to the extent permitted by law.

You may instruct us not to process your personal information for marketing purposes by email at any time. In practice, you will usually either expressly agree in advance to our use of your personal information for marketing purposes, or we will provide you with an opportunity to opt-out of the use of your personal information for marketing purposes.

## **Third party websites**

The website contains links to other websites and online resources. We are not responsible for the privacy policies or practices of third party websites.

## **Data controller**

The data controller responsible in respect of the information collected on this website is Simon Turton you can contact him at our registered office.

We collect and store information about our clients which includes contact and billing information. We use this information to contact our clients via email, telephone and the postal service.

***We will never divulge, sell or rent information we collect to third parties.***

Where we are required to disclose information in order to comply with the law, law enforcement, assist legal process or obey court orders etc. we will do so in good faith. Information may be disclosed to government, on request. It may also be seen by our auditors and professional advisors solely for their professional purposes.

## **Questions**

If you have any questions please send an email to: [simon@operapr.com](mailto:simon@operapr.com)