**Privacy Policy**

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**Introduction**

Ignite Capital Ltd (“Ignite”), a company registered under Company Number 10854955 and whose registered office is at Carlton House, Grammar School Street, Bradford, BD1 4NS.

Ignite wants to collect and use personal information properly and transparently, and is committed to the safeguarding of all personal data that we hold.

We will only collect and process data, on a consent or legitimate interest basis, in order to provide you with relevant and timely information that is applicable to your job role and business objectives.

In this privacy notice, we will explain how we will process and protect the personal data we receive.

This website is not intended for children and we do not knowingly collect data relating to children.

It is important that you read this privacy notice.

 **How do we process your Data?**

Ignite are the sole owners of any data you provide us.  We will only use your personal data when the law allows us to. Data is collected on a consent or legitimate interest basis and is only processed for our own marketing purposes, and for provision of services to our clients. We do not share, sell or pass any data on to third parties for marketing purposes.

**Personal data we may receive**

We may collect and hold the following personal data:

Name
Organisation
Job title
Address of employment
Home address
Phone Number
Mobile number
Email Address

For any contacts that we purchase from a third party, we ensure that all contacts have previously consented to their information being used for this purpose.

**How is personal data collected and recorded?**

When you give your personal data to Ignite we will process it in accordance with the Data Protection Act 1998, the Privacy and Electronic Communications (EC Directive) Regulations 2003 and the GDPR Regulations 2018.

Ignite sources and records data for marketing purposes as follows:

**Website:**When visitors subscribe to our newsletters or make enquiries through the website we retain personal data that is input at the time of subscription.

**Cookies:** Used to help us understand your preferences based on previous or current site activity

**Telephone, email and postal enquiries:**We will ask you at the time of the enquiry, if you are happy for us to retain your details for our marketing purposes. We will always provide you with the opportunity to unsubscribe to email, telephone and mail communication.

Your preferences are updated on our CRM system manually with verbal or email requests.

**Third Parties**

While, as previously stated, it is Ignite policy not to disclose information to third parties, unless clearly stated at the point of provision and with documented consent, there are circumstances under which we are legally obligated to do so, for example:

* Where we are required to do so by law;
* In relation to any legal proceedings, either ongoing or prospective;
* With the intention of exercising, establishing or defending our legal rights (including providing information to other party(s) in respect of the prevention of fraud for example); and
* Disclosure with a purchaser(s) (or prospective purchaser(s)) of any business or asset that we may either be in the process of, or planning to dispose of.

**Security**

Ignite has implemented industry standard levels of technology and operational security in order to protect personally identifiable information from loss, misuse, alteration or destruction. All Ignite employees follow a business-wide security policy. Only after signing the appropriate confidentiality agreements are authorised Ignite personnel provided access to personally identifiable information.

In the event of a security breach that may affect you, we’ll notify you of the breach, provide a description of what happened and later report the action we took in response.

**Access to your information and correction**

You have the right to request a copy of the information that we hold about you. If you would like a copy of some or all of your personal information, please email or write to us at the address provided at the bottom of this statement.

We want to make sure that your personal information is accurate and up to date. You may ask us to correct or remove information you think is inaccurate.

**Cookies**

This web site uses cookies in a number of ways which are as follows:

Aggregated Site Usage Statistics

Cookies may be placed on your computer, phone or other Internet device to provide us with aggregated data of the usage of this site and the mediums which are driving traffic to the site. The data gathered by these is aggregated and therefore your individual usage of this site cannot be attributed to you.

 **Essential Site Features**

Cookies may be placed upon your computer, phone or other Internet device in order to provide essential site features. These functions are designed to improve your experience of using the site. However, Cookies can be disabled by adjusting the settings on your Internet Browser.

**How to contact us**

If you have any questions about our privacy statement or information we may hold on you please email or write to us at the following address:

Ignite Capital Limited

Prince Exchange

2 Princes Square

Leeds

LS1 4HY