

## PRIVACY POLICY 2019

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### 1. Data Collection

1.1 By entering your details on our website, and submitting them, you're giving your consent for us to contact you regarding your enquiry. If you do not wish to be contacted by Infinite Management please let us know and we will delete your data from our system. Any personal details given/supplied/submitted to us from clients or third parties will be used only as necessary for your booking or our communication. As our contact forms state, by pressing the 'send' button and giving us your details, you consent to us contacting you using this information in regard to the message you have sent us.

1.2 Once your data has been captured, it will remain in our system for one year. We will only use this information to contact you regarding your initial enquiry, unless you opt-in to our mailing list.

1.3 By choosing to opt in to our mailing list, you are giving your consent to be contacted with marketing material. This material will consist of up to date offers, deals and information about Infinite Management. Your data will be stored in a secure email marketing system, with only a handful of employees having access to this. Once your data has been captured, it will remain in our email marketing platform for one year. Just before your year's subscription is up, we'll send you an email to see if you'd like to continue hearing from us. You can unsubscribe at any time by clicking the 'unsubscribe' link at the bottom of our emails. Alternatively, contact us via email or phone and we will remove your details.

1.4 Some details are sent to us by third parties, such as online directories. The way they use your information is not linked to Infinite Management. If Infinite Management has contacted you via details given to us by a third party, we recommend you review that particular companies own data, privacy and cookie policies.

1.5 Any payment details provided to Infinite Management will also be stored within our CRM system. If you do not wish for your details to be kept on file, please let us know upon providing them to us.

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### 2. Privacy

2.1 We understand that your data and personal details are private, and we will never give them to any third parties without your consent. We do not sell or give away data to any third parties. You can choose to opt-in to emails from us regarding up to date offers and information, by subscribing on the contact page of this website.

### 3. Cookies

3.1 This website uses cookies to better the users experience while visiting the website. Where applicable this website uses a cookie control system allowing the user on their first visit to the website to allow or disallow the use of cookies on their computer / device. This complies with recent legislation requirements for websites to obtain explicit consent from users before leaving behind or reading files such as cookies on a user's computer / device.

3.2 Cookies are small files saved to the user's computer's hard drive that track, save and store information about the user's interactions and usage of the website. This allows the website, through its server to provide the users with a tailored experience within this website.

3.3 Users are advised that if they wish to deny the use and saving of cookies from this website on to their computers hard drive they should take necessary steps within their web browsers security settings to block all cookies from this website and its external serving vendors.

3.4 This website uses tracking software to monitor visitors to better understand how they use it. This software is provided by Google Analytics which uses cookies to track visitor usage. The software will save a cookie to your computer's hard drive in order to track and monitor your engagement and usage of the website, but will not store, save or collect personal information. You can read Google's privacy policy here for further information [ <http://www.google.com/privacy.html> ]

3.5 Other cookies may be stored to your computer's hard drive by external vendors when this website uses referral programs, sponsored links or adverts. Such cookies are used for conversion and referral tracking and typically expire after 30 days, though some may take longer. No personal information is stored, saved or collected.

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### 4. External Links

4.1 Although this website only looks to include quality, safe and relevant external links, users are advised to adopt a policy of caution before clicking any external web links mentioned throughout this website. The owners of this website cannot guarantee or verify the contents of any externally linked website despite their best efforts. Users should therefore note, when clicking on external links, it's at their own risk and this website and its owners cannot be held liable for any damages or implications caused by visiting any external links mentioned.

4.2 This website may contain sponsored links and adverts. These will typically be served through our advertising partners, to whom may have detailed privacy policies relating directly to the adverts they serve. Clicking on any such adverts will send you to the advertiser's website through a referral program which may use cookies and will track the number of referrals sent from this website. This may include the use of cookies which may in turn be saved on your computer's hard drive. Users should therefore note they click on sponsored external links at their own risk and this website and its owners cannot be held liable for any damages or implications caused by visiting any external links mentioned.

### 5. Social Media Platforms

5.1 Communication, engagement and actions taken through external social media platforms, that this website and its owners participate on, are custom to the terms and conditions as well as the privacy policies held with each social media platform respectively. Users are advised to use social media platforms wisely and communicate / engage upon them with due care and caution in regard to their own privacy and personal details. This website nor its owners will ever ask for personal or sensitive information through social media platforms and encourage users wishing to discuss sensitive details to contact them through primary communication channels such as by telephone or email.

5.2 This website may use social sharing buttons which help share web content directly from web pages to the social media platform in question. Users are advised before using such social sharing buttons that they do so at their own discretion and note that the social media platform may track and save your request to share a web page respectively through your social media platform account.

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5.3 This website and its owners through their social media platform accounts may share web links to relevant web pages. By default, some social media platforms shorten lengthy urls. Users are advised to take caution and good judgement before clicking any shortened urls published on social media platforms by this website and its owners. Despite the best efforts to ensure only genuine urls are published many social media platforms are prone to spam and hacking and therefore this website and its owners cannot be held liable for any damages or implications caused by visiting any shortened links. By using this website, you're giving your consent to all above information.