

Privacy, Copyright & Legal:

PRIVACY

We, Adelphi Group Limited, are committed to protecting and respecting your privacy. This policy sets out the basis on which we will process any personal data that you provide to us.

Personal Data We Collect

We collect certain personal data via our website when you contact us to request information or to apply for a job vacancy.

Uses Made of the Personal Data

When you contract us via our website, we will collect and process the personal data that you provide in order to respond to your request or application. In particular:

- People who have contacted us with a request for information

If you have requested information from **Adelphi Group Limited**, we have to hold your personal data in order to respond to your request. Unless you consent to the contrary, we shall only use your personal data to provide the information you have requested.

If you are requesting information about a company or a service from **a member of the Adelphi group** (the members of the Adelphi group are the worldwide companies listed within this website), then we may pass your personal data onto that member in order to enable them to appropriately respond to your request. Again unless you consent to the contrary, that member shall only use your personal data to provide the information you have requested.

- Job applicants
Whether you have applied to work at Adelphi Group Limited or a member of the Adelphi group, the personal data you supply shall only be used to process your application *[and to monitor recruitment statistics]*. You can speak to the relevant member of the Adelphi group further about the privacy policy it applies for recruitment purposes.

Disclosing Personal Data

Adelphi Group Limited does not sell, trade, or rent your personal data to anyone. We do not disclose your personal data to any third parties without consent.

As discussed above, Adelphi Group Limited may disclose your personal data to another member of the Adelphi group in accordance with the section above entitled "Uses Made of the Personal Data".

Where We Store Your Personal Data

The personal data that we collect from you may be transferred to, and stored at, a destination outside the European Economic Area ("EEA"). It may also be processed by staff of Adelphi Group Limited or a member of the Adelphi group who are operating outside the EEA. By submitting your personal data, you agree to this transfer, storing or processing. We will take all steps reasonably necessary to ensure that your data is treated securely and in accordance with this privacy policy.

Your Rights, Access to Personal Data and Correction

You have the right to request a copy of the personal data that we hold about you. 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.

If you would like a copy of some, or all of your personal data, please email or write to us at the following address – Adelphi Group, Adelphi Mill, Bollington, Cheshire, SK10 5JB, UK – for the attention of A Geary.

Links to other websites

Our site may, from time to time, contain links to and from other third party websites outside of the Adelphi Group. If you follow a link to any of these websites, please note that these websites have their own privacy policies and that we do not accept any responsibility or liability for these policies. Please check these policies before you submit any personal data to those websites.

Changes to our privacy policy

We reserve the right to revise this privacy policy at any time. Any changes we may make to our privacy policy in the future will be posted on this page.

Contact

If you have any comments, queries and requests relating to our use of Your Information please contact us.

COOKIES

Like most websites we use 'cookies' to collect anonymous statistics about how people use the site, and to help us keep it relevant for the user. Cookies 'remember' bits of information from your visit to the site.

A cookie is a simple text file that's stored on your computer or mobile device by a website's server. Only that server can retrieve or read the contents of that cookie. Each cookie is unique to your web browser. So if we put a cookie on your computer, it can't be read by any other website.

[Find out more about cookies](#)

How we use cookies to collect statistics

To improve our service we collect anonymous web statistics using a program called Google Analytics. This stores several cookies on users' computers or mobiles devices to tell us how many people have visited each web page, how they got there, and where they navigated to from there. The data collected is completely anonymous and does not store any personal details.

If you don't want your web visits to be tracked for statistical purposes like this you can set your computer to block cookies at any time. The way in which you do this depends upon the web browser which you use. Go to www.aboutcookies.org/ to find out more

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