

## Privacy Statement:

### Our Commitment to Privacy:

This notice describes our Privacy Policy. Our Privacy Policy is designed to advise you about how we collect, use, and protect the **Personally Identifiable Information** you provide. By visiting our website, or by providing us with such information through another source (refer to “Information you Provide to Us”), you are accepting the practices described in this Privacy Policy.

### What Information is Collected:

#### (a) Information You Provide to Us:

The information collected by Best Practice Solutions is kept strictly to a minimum. We collect the Personally Identifiable Information you choose to enter on the Contact Us page of our site [www.bpps.ie/contact-us/](http://www.bpps.ie/contact-us/), or that you may choose to give us in some other way (such as by email, physical mail, or by telephone). For example, you will be asked to provide Personally Identifiable Information when you request a call back from our office or a reply to an email you’ve sent us.

The categories of Personally Identifiable Information we collect are your first and last name, e-mail address, physical address, and telephone number.

#### (b) Automatic Information:

When you visit a website, you disclose certain information, such as your Internet Protocol (IP) address and the time of your visit. This site, like many other sites, records this basic information about visits to our site. This information is used solely for the purpose of monitoring site activity in reference to optimising online search engine management.

#### (c) "Cookies":

Cookies are pieces of information that are transferred to your computer from a web server.

We use cookies to store visitor preferences, record session information and user-specific information on what pages users’ access or visit

Most browsers are set up to accept cookies, but you can change your settings to have your browser notify you when you receive a new cookie or you can change your settings to refuse to accept cookies.

### How and When the Information is Used:

The information we collect is used for our business administrative activities only. It is kept specifically as contact reference source to be employed by Best Practice Solutions in communications between this office and you our client.

### **How We Protect Your Information:**

The privacy and protection of your information is important to us. Your details and any other information you share with us is held by Best Practice Solutions in the strictest confidence. It will not be shared with any third party, association or organisation unless requested by you do so and we receive that request in writing, authorised by you and/or your approved personnel in conjunction with an additional authorised signatory.

### **Methods We Use to Protect Your Information:**

We use security software to protect the confidentiality of your personal information. In addition, our business practices are reviewed periodically for compliance with policies and procedures governing the security and confidentiality of our information. Our business practices limits access to confidential information, and prohibits the use and disclosure of such information to any unauthorized persons.

### **Children:**

Best Practice Solutions and its online presence, (via our website or social media pages) does not provide services or sell products to children under the age of 18. If we discover we have received any information from a child under the age of 18 in violation of this policy, we will delete that information immediately. If you believe we have received any information from or about anyone under the age of 18, please contact us at the address listed below.

### **How You Can Access Your Information:**

You can request access to all your Personally Identifiable Information maintained by us by sending an e-mail to us at the address listed below. Upon request we offer you the ability to have inaccuracies corrected in your Personally Identifiable Information. You can have this information corrected by sending us an e-mail at the address listed below.

### **Consent:**

By using our website, you consent to the collection and use of your personal information as described in this Privacy Policy.

### **Changes to Privacy Policy:**

If our Privacy Policy or procedures change, we will immediately post those changes to our website. Any such changes will be effective immediately upon being posted, unless otherwise stated in the change.

### **Effective Date:**

This Privacy Policy is effective as of May 08<sup>th</sup>, 2018.

**Contact E-Mail:**

You may contact us concerning this Privacy Policy by using any of the contact options shown on this site or email us directly on [info@bpss.ie](mailto:info@bpss.ie)