

Navigate Video's Privacy and Data Protection Policy

This Privacy Policy (the "Policy") tells you how Navigate Video ("We") processes personal information. This Policy explains how we will process any personal data that we collect from you, or that you give us. It also tells you our views and practices about your personal data and how we will treat it.

For the purpose of applicable data protection legislation (including but not limited to the Data Protection Act 1998 and the General Data Protection Regulation (Regulation (EU) 2016/679), the data controller is Navigate Video Limited, 4 Heath Square, Boltro Road, Haywards Heath, West Sussex RH16 1BL.

WHAT INFORMATION DO WE COLLECT

Information you give us

When you fill in any forms on our website you give us information about yourself. You might also give us information over the phone, by e-mail or any other contact method. We may ask you for your name, e-mail address and phone number.

Information we collect about you

When you use the website, as is the case with most websites, we automatically get some technical details such as your chosen browser and unique IP address. As is common to all major websites, we also collect information about your visit, including information about how you are using the website including what buttons you might click, and any phone number you may phone us on with a customer service issue.

Accuracy and relevance

Navigate Video will ensure that any personal data that it processes is accurate, adequate, relevant and not excessive, given the purpose for which it was obtained. Individuals may ask that inaccurate personal data relating to them is corrected.

Do we use 'cookies' for tracking?

We do not use cookies for tracking purposes. You can choose to have your computer warn you each time a cookie is being sent, or you can choose to turn off all cookies. You do this through your browser settings. Since each browser is a little different, look at your browser's Help Menu to learn the correct way to modify your cookies.

HOW WE USE YOUR INFORMATION

Fair and lawful processing

Navigate Video must collect information fairly and lawfully, in accordance with individuals' rights. This generally means that it should not process personal data unless the individual whose details it is processing has consented to it doing so.

When do we collect information?

We collect information from you in our day-to-day dealings with you, in the form of email addresses and telephone numbers (land lines or mobile phone), when you subscribe to a newsletter online or when you enter or supply information to us at any time.

Information you give us

We use the personal information users give us for a number of purposes:

- to provide you with our services
- to give you information about goods or services we feel may interest you;
- to tell you about changes to our service;
- to comply with legal and regulatory requirements; and
- as part of our efforts to keep the website safe and secure

How we use the information

We will only use your information in accordance with this Policy where we have obtained specific permission from you, or where law requires it. From time to time we may seek your consent to process, use or disclose your information for any other purpose not listed above.

HOW WE PROTECT YOUR PERSONAL DATA

All information you provide to us is stored on our secure servers. Although we will do our best to protect your personal data, we cannot guarantee the security of your data and so if you send information you do so at your own risk. Once we hold your information, we will use strict procedures and security features to try to stop unauthorised access to it.

How do we protect your information?

Your personal information is contained behind secured networks and is only accessible by a limited number of persons who have special access rights to such systems, and are required to keep the information confidential. In addition, all information you supply is encrypted via Secure Socket Layer (SSL) technology. We never ask for credit card numbers.

How we store data

- In cases where data is stored on printed paper, it is kept in a secure place where unauthorised personnel cannot access it.
- Printed data is shredded when it is no longer needed.
- Data stored on a computer is protected by passwords that are changed regularly.
- Data stored on CD's or memory sticks is locked away securely.
- Any servers containing personal data are kept in a secure location away from general office space.
- Data is regularly backed up in line with the company's backup procedures.
- Data should never be saved directly to mobile devices such as tablets or smartphones.
- All servers containing sensitive data must be approved and protected by security software and a strong firewall.

THIRD PARTIES

Third-party disclosure

We do not sell, trade, or transfer to outside parties your personally identifiable information.

Third-party links

We do not include or offer third-party products or services on our website.

Third-party websites

Our website may, from time to time, contain links to and from third party websites. If you follow a link to any of these websites, please note that these websites have their own privacy policies and we do not accept any responsibility for them. Please check these policies before you submit any personal data to these websites.

KEEPING YOUR RECORDS

We will hold your information for as long as is necessary to comply with our statutory and contractual obligations and in accordance with our legitimate interests as a data controller. What is necessary will depend on the circumstances of each case, taking into account the reasons that the personal data was obtained.

YOUR RIGHTS

Information requests

You have the right, at any time, to request access to the information we hold about you. Please contact us at hello@navigatevideo.com for further details.

Right to be forgotten

If you wish so, you have the right to be forgotten. You also have the right to ask us not to process your personal information at any time. If you would like us to erase or update your personal information or stop processing your personal data, please email us at hello@navigatevideo.com.

Marketing

You have the right to ask us not to process your personal data for marketing purposes. We will always tell you before collecting your data if we are going to use it or give it to any third party for marketing purposes. You can either choose not to receive marketing material by ticking the relevant box on any forms we ask you to fill in, or by contacting us at hello@navigatevideo.com.

DATA AUDIT

Regular data audits will be undertaken to manage and mitigate risks. These will review:

- Information on what data is held
- Where data is stored
- How data is used
- Who is responsible for data protection and privacy
- Any new or amended regulations or retention timescales that may be relevant

UPDATES

Any changes we make to this policy in the future will be posted on this page and we may e-mail you to tell you about any changes. Please check back regularly to see any updates or changes to this policy.

CONTACT

If you have any questions about this policy, or would like to exercise your rights with respect to your personal information, send us an email to: hello@navigatevideo.com.