

# **Thornton Consulting**

## **Privacy Policy**

Thornton Consulting is committed to protecting any information we collect about you. The privacy of our clients is of utmost importance to us.

The purpose of this Privacy Policy is to describe what information Thornton Consulting collects about you and how that information is used.

### **What information do we collect?**

We collect personal information about you when you engage the services of Thornton Consulting. This will include your name, address, email address and telephone number.

We also collect additional information that is necessary for us to provide you with the service you request. This information is never shared with third parties.

We hold details of current and finished projects and we also hold feedback on or from members, suppliers and requests.

### **Access to information**

Thornton Consulting will make any information held on our members, clients and suppliers available to the individual in question and undertake to correct it, if it is wrong.

We will also remove any personal information from our database at the request of the individual concerned if requested to do so.

Requests for access to individual information or removal of information should be made in writing to Orchard House, 43 Chilbolton Ave, Winchester SO22 5HJ or by email to [info@thorntonconsulting.org](mailto:info@thorntonconsulting.org)

### **Use of Information**

Thornton Consulting only uses your personal information for the original purposes it was given.

Thornton Consulting will not disclose, use, give or sell any personal information to third parties for any purposes other than to our suppliers and other third parties who need to know in order to deliver Thornton Consulting services, unless required to do so by law.