

PRIVACY POLICY

At Park Lane PR, we're committed to protecting and respecting your privacy. We will only use your personal information to administer your account and to provide the products and services you have requested from us.

We will never sell your data and we promise to keep your details safe and secure. We are registered with the ICO (www.ico.org.uk).

This policy explains when and why we collect data, and what we do with it once it's collected.

Who are we?

We're Park Lane Public Relations Ltd, a Public Relations & Marketing team based in Stratford-upon-Avon, Warwickshire. Park Lane PR is a registered company in England and Wales (Number 6905456). The registered address is Barclays Bank Chambers, Stratford-upon-Avon, CV37 6AH.

What information do we collect from you?

Park Lane PR does not collect data via a subscriber opt-in or contact form on its website (www.parklanepr.co.uk). We do not use cookies on our website at this time. We do not use analytics to track visitors to our website or to collect data on website usage at this time.

We do not collect data for our Clients, but we do process data.

What data do we process?

Park Lane PR may be asked to process data, including but not limited to: names, addresses, email addresses and sensitive personal details. This will be received and processed from Clients to fulfil PR & marketing activities as required. While such data is being processed, it will be stored securely and not shared with any other party. Once data has been processed,

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it will be deleted and/or destroyed and never held by Park Lane PR for longer than the project requires.

Photography and Videography:

Photography and videography are services offered by Park Lane PR. Because of this, we put procedures in place to protect the photos and videos in the same way we protect other personal data.

Where Park Lane PR is taking photos or videos for Clients, the copyright remains the ownership of Park Lane PR unless otherwise agreed.

Park Lane PR takes all reasonable measures to ensure photo permissions have been obtained. Where permissions cannot be obtained – such as in street scenes – Park Lane PR will not identify any individuals by name. Individuals will only be named where express permission has been granted.

Photos will all be securely stored for a period of 10 years unless otherwise agreed. Photos can be accessed and destroyed on request.

Where photos and/or videos are supplied to Park Lane PR by its Clients for use and processing, the Client must have full consent before Park Lane PR receives the files. Park Lane PR will keep any supplied photos, videos and data on file for the duration of the project only.

Links to other websites:

Our website may contain links to other websites run by other organisations. This privacy policy applies only to our website, so we encourage you to read the privacy statements on the other websites you visit. We cannot be responsible for the privacy policies and practices of other sites even if you access them using links from our website.

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Park Lane Public Relations Ltd

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Registered office: Barclays Bank Chambers, Stratford-upon-Avon, CV37 6AH

Registered in England. Company No: 6905456.