

PRIVACY & SECURITY

The Grove Media Limited is committed to safeguarding your privacy. This policy explains what information we collect and how we use the personal information you supply to us.

In using our enquiry form on our website, any of our services or providing us with any personal information we will assume you are agreeing to your information being used and disclosed in the ways described in this policy.

1. WHO WE ARE?

The Grove Media Limited is one of the leading independent media agencies in the UK.

Established in 1977, it is wholly owned by the working directors, with offices in London, Wilmslow and Worcester. The company specialises in the planning and buying of TV, Press, Out of Home, Cinema, Radio, Direct (Door-to-Door distribution) and Digital advertising.

The company is registered in England and Wales under Registered Number 01078103 and its head office address is 35 Garway Road, London W2 4QF.

2. DATA PROTECTION ACT

In carrying out our day-to-day activities we process and store personal information relating to our customers and suppliers and are therefore required to adhere to the requirements of all data protection legislation, including the EU Data Protection Directive 95/46/EC, the EU General Data Protection Regulation 2016/679 (applicable from May 2018), the EU e-Privacy Directive 2002/58/EC and any relevant national implementing legislation (including the UK Data Protection Act 1998) and any substantially similar local legislation, including the guidance, codes of practice, recommendations and deliberations of the relevant supervisory authority, in each case as amended or replaced from time to time.

We take our responsibilities under these acts very seriously and are always striving to ensure the personal information we obtain is held, used, transferred or otherwise processed in accordance with these acts.

3. WHAT PERSONAL INFORMATION WE COLLECT

You can access and browse our website without disclosing your personal data.

When you complete our 'Send us a message' form, request information from us (for example in response to your brief) or agree to use our media agency services, you will be asked to provide certain information such as your name, business correspondence address, telephone number and email address.

4. USE OF COOKIES

We do not use cookies on our website.

We do use third party software which uses IP tracking to identify visitors and monitor their activity on our website.

The information collected is anonymous and does not personally identify you. They do not track and store your name, address, telephone number or email address.

5. HOW WE USE YOUR INFORMATION

We collect and process your personal information so we can fulfil our contractual & legal obligations.

Where consent is required and given, we may send you relevant information by mail or email such as company news, market updates, industry specific insights and invitations to our corporate events.

6. WHO WE SHARE THE INFORMATION WITH

Without your explicit consent, we will never pass on your personal details to anyone outside The Grove Media Limited.

As part of our contractual and legal obligations we may be required to share your personal information with our auditors, our credit insurers, our legal advisors and the government.

These organisations are under strict obligations to keep your personal information private.

7. PROTECTING YOUR PERSONAL DATA

All personal information is held on secure servers and subject to access restrictions to ensure integrity and confidentiality.

In situations where these servers are externally hosted we will only use reputable hosting companies which adhere to security policies and procedures at least as stringent as our own.

8. STOPPING COMMUNICATION FROM US

If you decide you no longer want us to contact you, you can request that we stop by clicking 'unsubscribe' on any marketing emails you receive.

Alternatively, you can email unsubscribe@thegrovemedia.co.uk stating your name, business correspondence address, telephone number and email address, ensuring UNSUBSCRIBE is typed in the subject field.

9. LEGAL ENFORCEMENT

We may share your data with other organisations if we are under a duty to disclose or share your personal data to enforce or apply our Terms and Conditions and other agreements.

Information may also be shared to protect the rights, property or safety of The Grove Media Limited and our staff.

10. THIRD-PARTY SITES

Our site may, from time to time, contain links to and from the websites of our partner networks, advertisers and affiliates. 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 these websites.

11. YOUR RIGHTS UNDER THE DATA PROTECTION ACT

You have the right to:

- Request a copy of the information we hold about you (“**Right of Access**”)
- Update or amend the information we hold about you if it is wrong (“**Right to Rectification**”)
- Ask us to remove your personal information from our records (“**Right to Erasure**”)
- Limit the way we process your data (“**Right to restrict processing**”)
- Object to the processing of your information for marketing purposes (“**Right to Object**”)
- Raise a concern or complaint about the way in which your information is being used.

12. CONTACT US

If you wish to find out more about your rights or obtain a copy of the information we hold about you, please email DPC@thegrovedia.co.uk. Alternatively, you can write to us at:

Data Protection Commissioner
The Grove Media Limited
35 Garway Road
London
W2 4QF

13. CHANGES TO THE SECURITY AND PRIVACY POLICY

We keep our Security and Privacy Policy under regular review. If we make changes to this policy, we will notify you by updating the policy on our website.

This privacy policy was last updated September 2019