

Privacy Notice – Copper Square Communications

Copper Square Communication's registered address is Inspire Business Centre, Carrowreagh Road, Dundonald, BT16 1QT.

Your privacy matters to us and this Policy outlines how we use any personal information that this website collects.

Should you have any questions on this please contact us on: hello@coppersquareni.com

What information do we collect?

We collect your information when you complete an enquiry form, contact request form, or sign-up to our newsletter on our website.

The information we collect is:

- Name
- Email Address
- Comments in the Enquiry Section

How do we use personal information?

We use the information you provide us on the enquiry form for business-related purposes. We will use your email address and name to personalise a response and to answer the enquiry you've submitted to us.

Information submitted via a contact form is not used for any marketing purposes nor will it be shared with any third parties.

The information you submit when registering for our newsletter is stored with our email marketing provider (Mailchimp) and you can view their Privacy Policy [here](#). You have the right to unsubscribe at anytime and can do so via a link including on all newsletters or by contacting hello@coppersquareni.com and requesting same.

When do we share personal data?

We treat personal data in the strictest of confidence and would only share when necessary to provide business services, such as email marketing.

We use a third-party provider, Mailchimp, to manage our email marketing campaigns and you can view their Privacy Policy [here](#). In such instances, data may be stored outside of the UK and Ireland

How do we secure personal data?

We take a serious approach to managing data security. We use Google to manage our company email and data storage; their Privacy Policy can be found [here](#).

We adhere to best practice as indicated by the Information Commissioners Office to ensure that data is protected by two-step authentication and data files are encrypted.

How long do we keep your personal data for?

We will store your name and email address on our Newsletter mailing list for as long as you subscribe to it. You can subscribe at any time by following the automated steps included in each mailing issued.

We will store your email enquiry data for as long as the conversation allows or for the length of time that the contractual agreement we have in place exists.

Your rights in relation to personal data

We respect your right to access and control your personal data. If you should wish to view the data that we hold on you, please contact us:

Email: hello@coppersquareni.com

Write: Copper Square Communications, Inspire Business Park, Carrowreagh Road, Dundonald, BT16 1QT

You can withdraw consent / unsubscribe from our newsletter at any time via the automated links included on each mailing.

If you are dissatisfied, you may lodge a complaint by contacting the Information Commissioner's Office. Details of their office are found [here](#).

Use of cookies and other technologies

Cookies are small text files that are placed on your computer by websites that you visit. They are widely used to make websites work, or work more efficiently, as well as to provide information to the owners of the site.

When someone visits our website, we use a third-party service, Google Analytics, to collect standard internet log information and details of visitor behaviour patterns. We do this to find out things such as the number of visitors to the various parts of the site. This information is only processed in a way which does not identify anyone. We do not make, and do not allow Google to make, any attempt to find out the identities of those visiting our website. If we do want to collect personally identifiable information through our website, we will be up front about this. We will make it clear when we collect personal information and will explain what we intend to do with it.

People who contact us via social media

We use a third-party provider, Buffer to manage our social media interactions.

If you send us a private or direct message via social media the message will be stored by Buffer for three months. You can read Buffer's Privacy Policy [here](#).