

Privacy Policy

Insight Narrator Ltd take your privacy seriously and are fully committed to handling the information you provide to us securely and responsibly. This policy sets out how and why we collect data from you and how we process it.

By submitting your personal information, you are consenting to Insight Narrator holding and using it in accordance with this policy. It is subject to change and any changes to our privacy policy in the future will be notified on this page.

This Privacy Policy was last updated in May 2020. We recommend you check back regularly for updates.

1.1 Information you give us

We receive and save any information you provide. Examples include when you complete the Contact section of our website. This information may include:

- Your contact details including name, email address, home and/or work address, email and telephone number.
- Feedback, queries and other content you provide.

You can choose not to provide information, although it may be needed to instigate us contacting you.

1.2 Automatic Information

We receive and save certain types of information whenever you interact with us. On our websites, we collect general web statistics such as the IP address used to connect your computer to the Internet; computer and connection information such as browser name, date and time of your visit, pages viewed.

How we use your information

2.1 Contact

Insight Narrator Ltd uses your information for making initial contact with you and monitoring your interests in our products.

2.2 Third parties

We do not share your data with any third parties

2.3 Marketing

According to your mailing preferences, we may use your details to send you further information on our products, where you have consented or requested us doing so. The information we collect will also help us provide you with more relevant products, services and information by email where you have opted in to receiving further information from us. You can update your preferences by emailing info@insight-narrator.co.uk

In any such communication with you we will always give you the opportunity to opt out should you wish to. Please email info@insight-narrator.co.uk to do so.

All marketing communications are prepared and distributed by Insight Narrator Ltd. We do not share your information with any third parties for the purposes of marketing.

How we handle the data submitted by you

3.1 Data Protection Legislation

Insight Narrator is a data controller and is registered with the Office of the Information Commissioner as required under the Data Protection Act 1998. Personal information will only be collected and/or processed by Insight Narrator in accordance with current Data Protection Legislation.

3.2 Data Security

We will use appropriate safeguards to protect your data. Access to your personal data will be restricted to only those who need to know that information and required to perform their job function.

3.3 Disclosure of your information

Except as set out in this policy or as required by law, your personal data will not be provided to any third party without your prior consent.

Children

This website is not intended for children. We neither knowingly solicit nor collect personal information from or about children, nor do we knowingly market our products or services to them.

How to contact us

If you would like access to the information held about you by Insight Narrator or make a query relating to this policy please contact:

Insight Narrator Ltd

52 Nursery Hill

Hitchin

Herts

SG4 9GD

UK

info@insight-narrator.co.uk

Should the information we hold about you be incorrect, you can change and update your personal information and you can have your information corrected by contacting us.

Where requested, we will provide you with a readable copy of the personal data which we keep about you, by contacting us at the address above. We may require proof of your identity before supplying you with this information to ensure confidentiality. We will provide the information without any charge.

We allow you to challenge the data we hold about you and where appropriate you may have the data erased, rectified, amended or completed.