

## **Privacy Policy**

M J Kane & Company Accountants Ltd may ask you to provide certain information when you use the Website.

M J Kane & Company Accountants is committed to ensuring your privacy is protected. This policy sets out how M J Kane use and protect any personal information that you give M J Kane when you use this Website.

If you have any queries about this policy, please contact the Website Editor before providing your information. M J Kane may change this policy from time to time by updating this page. You should check this page from time to time to ensure that you are happy with any changes.

- The information collected may include:
- Name and job title
- Contact information including e-mail address
- Gender
- Occupation and company details
- Interests in order to provide you with details of M J Kane products and services
- Other information relevant to recruitment processes

M J Kane may use this information for the following reasons:

- Internal record keeping
- To improve its products and services
- Provide information relating to you or others if you indicate that you want to receive marketing material or similar communications
- Provide aggregate information and statistics for the purposes of monitoring website usage in order to help M J Kane develop their Website and services. These statistics will not include information that can be used to identify any individuals
- Recruitment and selection purposes
- To pass your details to accountants, consultants and other professionals, for the purpose of obtaining professional advice and complying with M J Kane' contractual obligations

If you have supplied contact details M J Kane may contact you by e-mail, phone, fax or mail.

## **Web Site Security:**

The internet is not a secure medium. M J Kane is committed to ensuring that your information is secure. In order to prevent unauthorised access or disclosure we have put in place suitable physical, electronic and managerial procedures to safeguard and secure the information we collect online.

M J Kane may use cookies on certain areas of this Website for security purposes. M J Kane does not use cookies to collect information about you. You can choose to disable the cookies from your browser and delete all the cookies currently stored on your computer. On Microsoft Internet Explorer, this can be done by selecting "Tools/Internet Options" and reviewing your privacy settings or selecting "delete cookies". This may prevent you from taking full advantage of the Website.

The Website may contain links that make it easy for users to visit other websites. If the user uses the links to leave the Website and visit a website operated by a third party, M J Kane does not have any control over that website. Accordingly, M J Kane cannot be responsible for the protection and privacy

of any information which users have provided while visiting such websites. Users should exercise caution and look at the privacy statement applicable to the website in question.

**Monitoring and recording of telephone calls**

M J Kane reserves the right to monitor and or record telephone calls subject to and in accordance with law. All recordings are M J Kane's sole property and any records so kept shall be conclusive proof of instructions given or alleged to have been given in the event of a dispute.