

## Privacy Policy

### Privacy Policy

Cornerstone pa services has a simple and straightforward Privacy Policy.

Cornerstone pa services will not, under any circumstances, give out or sell your information (including name and email address) to anyone.

Cornerstone pa services will only send you an email if it is important and directly related to your enquiry or service or for the purposes of services we offer.

**Data Security:** Cornerstone pa services has put in place security measures to prevent your personal data from being accidentally lost, used, altered, disclosed, or accessed without authorisation. Cornerstone pa services has procedures in place to deal with any suspected personal data breach and will notify you and any applicable regulator of a breach if we are legally required to.

**Data Retention:** Cornerstone pa services will only retain your personal data for as long as necessary to fulfil the purposes it collected it for, including for the purposes of satisfying any legal, accounting, or reporting requirements. For tax purposes the law requires us to keep basic information about our customers (including Contact, Identity, Financial and Transaction Data) for six years after they stop being customers.

## Cookie Policy & Google Analytics

### Use of cookies

Cookies are small text files that are placed on your computer by websites that you visit. They are widely used in order to make websites work, or work more efficiently, as well as to provide information to the owners of the site. The information below explains the cookies we use and why.

Cookie	Used For
Cookie Bar (cb-enabled)	This is used to remember whether you have clicked the button to acknowledge our use of cookies. Without this, the bar would always show.
Social Media Sharing	We include Facebook and Twitter plugins on this website to help you share content that may be of interest to your social network. Some pages may also include Google+ or YouTube features which need cookies in order to work, improve service and prevent fraud. See <a href="#">How does Facebook use cookies</a> See <a href="#">Twitter Privacy Policy</a> See <a href="#">Google Privacy Policy (includes YouTube)</a>

### Taking control of your cookies

You have the ability to accept or decline cookies by modifying the settings in your browser, however you may not be able to use all the interactive features of our site if cookies are disabled. To find out more about cookies, including how to see what cookies have been set and how to manage and delete them, visit [www.aboutcookies.org](http://www.aboutcookies.org)

### **Google analytics**

Cornerstone pa services uses Google Analytics, a web analytics service provided by Google, Inc. Google Analytics sets a cookie in order to evaluate your use of [cornerstonepaservices.uk](http://cornerstonepaservices.uk) and compile reports for us on activity on the website.

Google stores the information collected by the cookie on servers in the United States. Google may also transfer this information to third parties where required to do so by law, or where such third parties process the information on Google's behalf. Google will not associate your IP address with any other data held by Google. By using [cornerstonepaservices.uk](http://cornerstonepaservices.uk) you consent to the processing of data about you by Google in the manner and for the purposes set out above.

To opt out of being tracked by Google Analytics across all websites visit <http://tools.google.com/dlpage/gaoptout>

On acceptance of our Terms & Conditions and using Cornerstone pa services, you consent to the collection and use of your personal data as outlined above.