

Website Privacy Statement

The Top Agency will collect the personal details that you provide to us on our website for the purposes of providing you with services and/or information. In providing such services and/or information to you we will only use your data in accordance with the terms of the following statement.

This statement sets out below:

1. How personally identifiable information of yours is collected from you through the website.
2. How the information is used by us
3. With whom the information may be shared and for what purpose(s)
4. What choices are available to you regarding collection, use and distribution of the information.
5. The kind of security procedures that are in place to protect the loss, misuse or alteration of information collected through our website
6. How you can correct any inaccuracies in the information.

If you feel that The Top Agency is not abiding by its posted privacy policy, you should first contact info@topagency.co.uk to highlight your concern.

Information Collection and Use

The Top Agency is the sole owner of the information collected on this site. We will not sell, share, or rent this information to others. The Top Agency collects information from our users at several different points on our website.

E-Mail Registration

We request information from the user on our online registration form. Here a user must provide contact information. This information is used to enable us to provide you with work-finding services. If we have trouble processing your request, this contact information is used to get in touch with you. The Top Agency does not use this information for any other purpose.

Cookies

A cookie is a piece of data stored on the user's hard drive containing information about the user. Usage of a cookie is in no way linked to any personally identifiable information while on our site. Once the user closes their browser, the cookie simply terminates. For instance, by setting a cookie on our site, the user would not have to log in a password more than once, thereby saving time while on our site. If a user rejects the cookie, they may still use our site.

Log Files

We use IP addresses to analyse trends, administer the site, track user's movement, and gather broad demographic information for aggregate use. IP addresses are not linked to personally identifiable information.

Links

This web site contains links to other sites. Please be aware that The Top Agency is not responsible for the privacy practices of such other sites. We encourage our users to be aware when they leave our site and to read the privacy statements of each and every web site that collects personally identifiable information. This privacy statement applies solely to information collected by this Web site.

Security

This website takes every precaution to protect our users' information. When users submit sensitive information via the website, your information is protected both online and off-line.

While we use encryption to protect sensitive information online, we also do everything in our power to protect user-information off-line. All of our users' information, not just the sensitive information mentioned above, is restricted in our offices. Only employees who need the information to perform a specific job (for example, our accounts manager) are granted access to personally identifiable information.

Notification of Changes

If we decide to change our privacy policy, we will post those changes on our Homepage so our users are always aware of what information we collect, how we use it, and under circumstances, if any, we disclose it. If at any point we decide to use personally identifiable information in a manner different from that stated at the time it was collected, we will notify users by way of an email. Users will have a choice as to whether or not we use their information in this different manner. We will use information in accordance with the privacy policy under which the information was collected.