



# PWP DESIGN Ltd – PRIVACY POLICY

Rev 00 (May 2018)

## Policy Overview

This policy sets out how PWP Design Ltd uses and protects any personal data we collect from you, or that you provide to us (such as your name, organisation, address and contact details). Please be assured that your privacy is important to us as a small organisation and we will follow this policy.

Your personal information will only be used by us and will not be shared to a third party without your permission. We will not sell your information to another organisation.

PWP Design Ltd may change this policy from time to time by updating this page. Please check this page to keep up to date.

Please do not hesitate to contact us on [info@pwpdesign.co.uk](mailto:info@pwpdesign.co.uk) with any queries about this policy. If you are a European resident, you have the right to access any personal information we hold about you. You can ask that your personal information be corrected, updated, or deleted.

## Personal Information

We may collect information in various ways including:

- Information provided to us via email, written correspondence, telephone calls etc.
- Information that you provide via our website contact form.
- Anonymous website analytics statistics (via Google Analytics) or using webpage cookies (see below).
- If you subscribe or 'opt in' to receiving a newsletter or similar direct marketing tool (you will always have the opportunity to unsubscribe from receiving any marketing from us).
- If you enter into a service agreement with us, we may store and use your information for project purposes. We may also store or use your information on Sage (or another accountancy programme) for accounting purposes.

## Cookies

A cookie is a small file which asks permission to be placed on your computer's hard drive. We may use traffic log cookies to identify which pages are being used. This helps us analyse data about our webpage traffic and improve our website. Most web browsers automatically accept cookies, but you can usually modify your browser setting to decline cookies if you prefer.

## How We Store Your Personal Information

We are 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 internal managerial procedures to safeguard and secure the information we collect.

## Contact Us

Please do not hesitate to contact us on [info@pwpdesign.co.uk](mailto:info@pwpdesign.co.uk)