

# Privacy Policy

This privacy policy sets out how Whiteing Design Partnership uses and protects any information that you give us.

Whiteing Design Partnership takes data protection extremely seriously and is committed to ensuring that your privacy is protected. Should we ask you to provide certain information by which you can be identified, then you can be assured that it will only be used in accordance with this privacy statement.

Whiteing Design Partnership 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.

*This policy is effective from May 2018.*

## What we collect

We may collect the following information:

- name and job title.
- contact information (including email address, telephone number, postal address and postcode).
- any information relevant to the services we may be providing to you. (It is your responsibility to obtain consent for any personal information you provide to us from third parties).

## What we do with the information we gather

We require this information to understand your needs and to provide you with a better service, and in particular for the following reasons:

- to enable us to provide you with consultancy, information or other services that you have asked us to provide.
- to maintain our own accounts and records.
- to manage our suppliers.
- we may periodically send promotional emails about new products, special offers or other information which we think you may find interesting using the email address which you have provided.

## How long do we keep your personal data?

We keep your data only for as long as is necessary and to comply with the record keeping requirements of HMRC or other regulators.

We may retain some data for longer periods for reasons of continuity of service delivery, to ensure availability of relevant information about repeat clients, to defend legal claims or protection of legal rights or where we are contractually or legally required to do so.

## Security

To protect your personal information, we take reasonable precautions to make sure it is not inappropriately lost, misused, accessed, disclosed, altered or destroyed. We are committed to ensuring that your information is secure.

## Controlling your personal information

If you have previously agreed to us using your personal information for direct marketing purposes, you may change your mind at any time by writing to us or emailing us at: **whiteing\_design@btinternet.com.**

We will not sell, distribute or lease your personal information to third parties unless we have your permission or are required by law to do so.

You may request details of personal information which we hold about you by emailing us at: **whiteing\_design@btinternet.com.**