

Privacy Policy

1. This privacy policy applies to the website at www.siobhanpreston.com (the "Website"). Siobhan Preston Web Design takes your privacy very seriously. This policy covers the collection, processing and other use of personal data under the Data Protection Act 1998 ("DPA") and the General Data Protection Regulations ("GDPR").

2. For the purpose of the DPA and GDPR, Siobhan Hamilton is the data controller and any enquiry regarding the collection or processing of your data should be addressed to her at siobhan@siobhanpreston.com.

3. By using the Website you consent to this policy.

Information we collect

4. We will collect personal data on this Website only if it is directly provided to us by you, the user, e.g. your email address, name, and telephone number, and therefore has been provided by you with your consent. Normally you will only provide such details if you are making an enquiry to us.

5. We also use analytical and statistical tools that monitor details of your visits to our website and the resources that you access, including, but not limited to IP address, geographical location, browser type and version, operating system, referral source, length of visit, page views, website navigation (but this data will not identify you personally).

6. We do not receive or store your payment information (e.g. credit card details) from our website.

Use of your information

7. We may hold and process personal data that you provide to us in accordance with the DPA and GDPR.

8. The information that we collect and store relating to you is primarily used to enable us to provide our services to you, invoice you and to meet our contractual commitments to you. In addition, we may use the information for the following purposes:

8.1 If you are an existing customer, we may contact you with information about goods and services similar to those that were the subject of a previous sale to you;

Disclosure of your information

9. Your data will **never** be shared with or sold to third parties for marketing purposes.

10. There are some instances where data is shared with third parties for the essential purpose of fulfilling your order. For example, if we provide domain registration your name, email, telephone number and address is shared with a trusted domain registrar, who then register your domain name on your behalf. However, we only share the information that is necessary for any given purpose.

Controlling the use of your data

11. If you have given us consent to use your data for a particular purpose you can revoke or vary that consent at any time. If you do not want us to use your data or want to vary the consent that you have provided you can email us at siobhan@siobhanpreston.com at any time.

Security

12. The transmission of information via the Internet or email is not completely secure. Although we will do our best to protect your personal data, we cannot guarantee the security of data while you are transmitting it to our site; any such transmission is at your own risk. Once we have received your personal data, we will use strict procedures and security features to try to prevent unauthorised access.

Third party links

13. You might find links to third party websites on our website. These websites should have their own privacy policies, which you should check. We do not accept any responsibility or liability for their policies whatsoever as we have no control over them.

Use of cookies

14. Our Website uses cookies. We use cookies to gather information about your computer for our services and to provide statistical information regarding the use of our Website. Such information will not identify you personally - it is statistical data about our visitors and their use of our Website. This statistical data does not identify any personal details whatsoever.

Your rights

15. The DPA and GDPR give you the right to access information held about you by us. Please contact us by email if you wish to request confirmation of what personal information we hold relating to you. You can email us at siobhan@siobhanpreston.com. There is a £10 admin charge for requesting that we provide you with details of the personal data that we hold.

16. You have the right to change the permissions that you have given us in relation to how we may use your data. You also have the right to request that we cease

using your data or that we delete all personal data records that we hold relating to you. You can exercise these rights at any time by emailing us at siobhan@siobhanpreston.com.

Changes to this policy

17. We may update these policies to reflect changes to the website and customer feedback. Please regularly review these policies to be informed of how we are protecting your personal data.