



PRIVACY POLICY

This privacy notice tells you about the information we collect from you when you submit an enquiry to us via our website. In collecting this information, we are acting as a data controller and, by law, we are required to provide you with information about us, about why and how we use your data, and about the rights you have over your data.

WHO ARE WE?

We are W3 Design Ltd. Our address is W3 Design, The Old Quaker House, 215-217 High Street, Kelvedon, Essex CO5 9JT. You can contact us by post at the above address, by email at folio@w3studio.co.uk or by telephone on +44 (0)1376 572 950.

We have appointed a Data Supervisory Officer who is responsible for overseeing questions in relation to this privacy notice. For the purpose of data protection legislation, the data controller is W3 Design Ltd.

WHAT PERSONAL DATA DO WE COLLECT?

When you contact us regarding our services, we ask you for your name, your email address and a brief description of your enquiry.

WHY DO WE COLLECT THIS INFORMATION?

We will use your information to respond to your enquiry and hopefully to provide you with the information you need. We do this in order to take steps at your request prior to entering into a contract i.e. as part of pre-sales activity.

WHAT DO WE DO WITH YOUR INFORMATION?

Your information is stored on our secure and encrypted server, and we have put procedures in place to safeguard your personal data. It is not sent outside of the European Economic Area (EEA).

We will read your enquiry and normally respond to you either via telephone or email. We may ask for your consent to retain your information in order to send you further information that we think may be of interest to you.

We will not use the information to make any automated decisions that might affect you.

HOW YOUR DATA IS KEPT SECURELY

We are committed to protecting your personal information. All information kept by us is stored on our secure, encrypted server. Where we have given you (or where you have chosen) a password that enables you to access certain parts of our service, you are responsible for keeping this password confidential. We ask you not to share a password with anyone.

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W3 Design Ltd
The Old Quaker House, 215-217 High Street, Kelvedon, Essex CO5 9JT
01376 572950 www.w3design.co.uk



HOW LONG DO WE KEEP YOUR INFORMATION FOR?

We will only retain your personal data for as long as necessary to fulfil the purposes we collected it for, including for the purposes of satisfying any legal, accounting, or reporting requirements.

YOUR RIGHTS OVER YOUR INFORMATION

By law, you can ask us what information we hold about you, you can see it, and you can ask us to correct it if it is inaccurate.

You can also ask for it to be erased and you can ask for us to give you a copy of the information.

You can also ask us to stop using your information at any time, by emailing, writing or telephoning us using the contact details supplied on page 1 of this Privacy Policy.

YOUR RIGHT TO COMPLAIN

If you have a complaint about our use of your information, you can contact the Information Commissioner's Office via their website at www.ico.org.uk/concerns or write to them at:

Information Commissioner's Office

Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF

We would, however, appreciate the chance to deal with your concerns before you approach the ICO so please contact us in the first instance.

COOKIES

The w3design.co.uk website uses cookies. A "cookie" is a small piece of data that may be stored on your computer or mobile device. Cookies serve a number of purposes like letting you navigate between pages efficiently, remembering your preferences, interests or log in details, and generally improving your experience. We and some of our third-party service providers (currently Google Analytics, Cookie Script and Craft CMS) also use cookies on our Website to measure the effectiveness of advertising on our Website and how visitors use our Website. The use of cookies on the Website allows you to enjoy more seamless visits and more accurately measures your behaviour on the Website.

Performant cookies	Essential cookies			
Google.com	Cookie-script.com	w3design.co.uk		
1P_JAR	NID	SIDCC	_ga	CookieScriptConsent
APISID	OTZ	SSID	_gid	CraftSessionId
CONSENT	S	_ga		
CONSENT	SAPISID	_gmb_ga_		
HSID	SID	test		

This Privacy Notice was last modified on the 24th May 2018.

W3 Design Ltd
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