

## **PHILIPPA GREEN WEB DESIGN PRIVACY POLICY**

We understand that customers care about the use and storage of their personal information and we value your trust in allowing us to do this in a careful and sensible manner. We have created this privacy policy in order to demonstrate our commitment to the privacy of our customers.

### **What Information We Collect**

When you make contact and arrange a meeting to discuss your web site we will collect some of your personal information, to make sure we have everything we need to visit you and make contact. We use this information for administration and to aid us to offer the best possible service.

### **Who Are We**

We are Philippa Green Web Design and we gather and process your personal information in accordance with this privacy policy and in compliance with the relevant data protection Regulation and laws. This notice provides you with the necessary information regarding your rights and our obligations, and explains how, why and when we process your personal data.

### **Information That We Collect**

Philippa Green Web Design processes your personal information to meet our legal and statutory obligations and to provide you with our services. We will never collect any unnecessary personal data from you and do not process your information in any way, other than as specified in this notice.

### **The Personal Data That We Collect From You**

- Name
- Business Address
- Home Address (if different & necessary)
- Business Email
- Personal Email (if different & necessary)
- Business Telephone Number
- Home Telephone Number (if different & necessary)
- Mobile telephone Number
- Domain Details (Username & Password to gain Access)
- Account Usernames for Web Sites & Control Panels
- Account Passwords for Web Sites & Control Panels

### **We Collect This Information In The Following Ways**

- Email either Business or Personal
- Telephone

- In Person (during a meeting)
- Supplied in Writing
- Google Business Search
- Current Web Site

Your personal data is kept in our manual work book, only accessed by Philippa Green and also electronically via computer on secure, private hard drive & backed up on Portable Hard Drive for the purposes of Back Up only.

### **How We Use Your Personal Data** (*Legal Basis for Processing*)

Philippa Green Web Design takes your privacy very seriously and will never disclose, share or sell your data without your consent, unless required to do so by law.

### **Your Rights**

You have the right to access any personal information that Philippa Green Web Design processes about you and to request information about

- What personal data we hold about you
- The purpose of the processing
- The categories of personal data concerned
- How long we intend to store your personal data for

If you believe that we hold any incomplete or inaccurate data about you, you have the right to ask us to correct and/or complete the information and we will strive to do so as quickly as possible; unless there is a valid reason for not doing so, at which point you will be notified.

You also have the right to request erasure of your personal data or to restrict processing in accordance with the data protection laws.

If we receive a request from you to exercise any of the above rights, we may ask you to verify your identity before acting on the request; this is to ensure that your data is protected and kept secure.

### **Sharing & Disclosing Your Personal Information**

We do not share or disclose any of your personal information without your consent, other than for the purposes specified in this notice or where there is a legal requirement.

### **Safeguarding Measures**

Philippa Green Web Design takes your privacy seriously and takes every reasonable measure and precaution to protect and secure your personal data. We work hard to protect you and your information from unauthorised access, alteration, disclosure or destruction.