

## PRIVACY POLICY

This Privacy Policy sets out the basis on which all personal data that we collect from you or that you provide to us should be processed.

Eve Waldron Design (EWD) is committed to the principles of the Data Protection Act 1998. The Act states that those who record and use personal information must be open about how the information is used and must follow the eight principles of “good information handling”.

1. Personal data shall be processed fairly and lawfully.
2. Personal data shall be obtained only for one or more specified and lawful purposes, and shall not be further processed in any manner incompatible with that purpose or those purposes.
3. Personal data shall be adequate, relevant and not excessive in relation to the purpose or purposes for which they are processed.
4. Personal data shall be accurate and, where necessary, kept up to date.
5. Personal data processed for any purpose or purposes shall not be kept for longer than is necessary for that purpose or those purposes.
6. Personal data shall be processed in accordance with the rights of data subjects under this Act.
7. Appropriate technical and organizational measures shall be taken against unauthorized or unlawful processing of personal data and against accidental loss or destruction of, or damage to, personal data.
8. Personal data shall not be transferred to a country or territory outside the European Economic Area, unless that country or territory ensures an adequate level of protection of the rights and freedoms of data subjects in relation to the processing of personal data.

### What if I do not agree with this Privacy Policy?

If you do not agree to our processing of your data in the manner outlined in this Policy, please do not submit any personal data to us. If you decide later that you want to opt out then do email us at [info@evewaldron.com](mailto:info@evewaldron.com)

### Who is the controller of the data that you provide?

EWD has to notify the ICO and be registered as a data controller.

### What information will we collect? How will we use it?

We will collect data such as your name, contact details and house details if appropriate and store this to provide you with quotes and services as you request. We may also send you marketing information from which you are able to opt out at any time. We may need to give your information to subcontractors for delivery or services in line with your requirements.

In the event of a sale, merger, liquidation, receivership or transfer of all or most of the assets of our company then we reserve the right to transfer your information to a third party provided that the third party agrees to

only use your data for the purposes for which it was provided to us. In this situation you will be notified and given an opportunity to opt-out.

**How do I find out what information you hold? Can I amend it or ask for it to be deleted? Can I unsubscribe from your services?**

You can ask us at any time to tell you what information we hold about you. We would need to ask you to verify your identity and, from the data that we hold, tell us the kind of information that you would like us to provide you with, or indeed everything if that is your wish. We have a procedure to deal with formal Freedom of Information Requests which stipulate a maximum timescale and administration fee. You can unsubscribe from marketing material at any time. Please contact: [info@evewaldron.com](mailto:info@evewaldron.com)

**How long will you hold my information for?**

We would hold your information so that we can comply with our legal obligations and in accordance with our legitimate interests as a data controller. We keep your purchase information so that if you want to repurchase in the future then we can find the details. Please let us know if you would rather that we didn't keep this information.

We aim to keep your data up to date but please do inform us of any changes to this so that we can update this.

**Sending us information over the internet?**

The information that you send us over the internet will be held locally at our data centre and/or remotely at cloud based data centres. The transmission of data via the internet is not completely secure and is at your own risk.

**Disclosure of Information**

The personal information you give us may be disclosed if this is required by law.

**Information about visitors to our website?**

The information about how people use our website can be used to improve our services or the website itself. This information is not used in a way that identifies individuals.

**COOKIES**

**What are cookies?**

Cookies are small pieces of information sent to your browser when you visit a site. They are stored on your computer's hard drive and records your navigation of a website so that, when you revisit, it can present tailored options to you. You are normally able to alter your browser settings to prevent cookies. However, cookies are used by most websites and don't harm your system.

**How do we use cookies?**

Cookies are used to monitor site usage patterns and to serve a variety of functions. Our website is provided by Squarespace and our shop by Shopify and they use cookies for the purposes of tracking your usage and also taking the data required to process your requests or purchases.

Third-party service providers, such as the above, and payment gateways and other payment transaction processors, have their own privacy policies in respect to the information we are required to provide to them for your purchase-related transactions.

For these providers, we recommend that you read their privacy policies so you can understand the manner in which your personal information will be handled by these providers.