



Privacy Policy

This privacy notice is designed to inform you about how I collect and process any information that I get from you, or that you provide to me. It covers information that could identify you ("personal information") and information that could not. In the context of the law and this notice, "process" means collect, store, transfer, use or otherwise act on information. It tells you about your privacy rights and how the law protects you. I'm committed to protecting your privacy and the confidentiality of your personal information. I undertake to preserve the confidentiality of all information you provide. This policy complies with the Data Protection Act 2018 (Act) accordingly incorporating the EU General Data Protection Regulation (GDPR).

I may collect the following information:

- Your name
- Contact information including phone number, social media details or email address
- Demographic information such as your home address
- Information on your enquiry including attachments if supplied by yourself
- Other information given as part of project work, for example when working on your content, social media or website
- Project information and/or photos for marketing/testimonial reasons

What I do with the information gathered:

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

- Internal record keeping
- To carry out and improve my services to you
- Collection of information about you when you register your interest with me via the enquiry form on this site or via email/social media.
- If an enquiry becomes an active quotation and/or a contract of work with me, I will only hold your details for as long as required to provide you with the services you have requested
- Website usage information is collected using cookies
- I will ask you before using photos, project information or quotes for testimonial purposes. This includes use on the website, social media or print materials.

I will not share your data except where needed to carry out services agreed by you (in which case I will always be open about how I'm doing so). For example if I need to enter your details when ordering products or services on your behalf.

Security

I'm committed to ensuring that your information is secure. In order to prevent unauthorised access or disclosure, I have put in place suitable physical, electronic and managerial procedures to safeguard and secure the information I collect.



Cookies

A cookie is a small file which asks permission to be placed on your computer's hard drive. Once you agree, the file is added and the cookie helps analyse web traffic or lets you know when you visit a particular site. Cookies allow web applications to respond to you as an individual. The web application can tailor its operations to your needs, likes and dislikes by gathering and remembering information about your preferences. Traffic log cookies identify which pages are being used. This helps analyse data about web page traffic and improve the website in order to tailor it to customer needs. I only use this information for statistical analysis purposes.

Overall, cookies help provide you with a better website, by enabling me to monitor which pages you find useful and which you do not. A cookie in no way gives me access to your computer or any information about you, other than the data you choose to share with me. You can choose to accept or decline cookies. Most web browsers automatically accept cookies, but you can usually modify your browser setting to decline cookies if you prefer. This may prevent you from taking full advantage of the website.

Links to other websites

The website may contain links to other websites of interest. However, once you have used these links to leave our site, you should note that I do not have any control over that other website. Therefore, I cannot be responsible for the protection and privacy of any information which you provide whilst visiting such sites and such sites are not governed by this privacy statement. You should exercise caution and look at the privacy statement applicable to the website in question.

Controlling your personal information

You may choose to restrict the collection or use of your personal information in the following ways:

- Whenever you are asked to fill in a form on the website you will not be agreeing for your information to be used by anybody for direct marketing purposes.
- I promise not to sell, distribute or lease your personal information to 3rd parties
- You may request details of personal information which is held about you - please request via katieschustercomms@gmail.com
- If you believe that any information held on you is incorrect or incomplete, please let me know and I will promptly correct it.
- When your Personal Information is no longer required for the purpose it was collected or as required by applicable law, it will be deleted and/or returned to you.

Changes to this privacy policy:

I keep this privacy policy under regular review and will place any updates on this web page. This privacy policy was last updated Jan 2023.

How to contact me:

Please contact us if you have any questions about our privacy policy or information we hold about you: by email katieschustercomms@gmail.com.