Website privacy policy

This website is operated by Inverurie Website Design. We take your privacy very seriously therefore we urge you to read this policy very carefully because it contains important information about us and:

- ① the personal information we collect about you, our users
- (2) what we do with your information, and
- (2) who your information may be shared with

Who we are

Inverurie Website Design ('we' or 'us') are a 'data controller' for the purposes of the Data Protection Act 1998, (ie we are responsible for, and control the processing of, your personal information).

Information we collect

a) Personal information you provide to us

We collect the following personal information that you provide to us:

Name & Address & Tel. No.

Website address e mail address

Some examples of when we collect this information include:

Replying to enquiries and maintaining contact

Building websites

b) Personal information provided by third parties

We may receive information about you from other sources. This information may include:

n/a

We will add this information to the information we hold about you for the following purposes:

n/a

c) Personal information you provide about third parties

If you give us information about another person, you confirm that the other person has appointed you to act on their behalf and agreed that you:

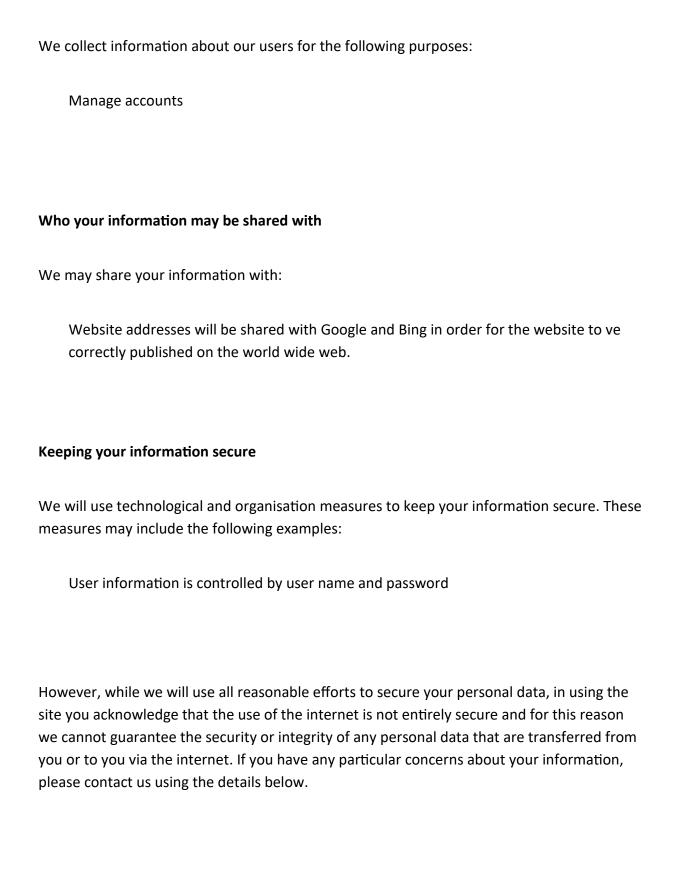
shall consent on their behalf to the processing of their personal data; shall receive any data protection notices on their behalf; and shall consent on their behalf to the transfer of their personal data abroad.

d) Monitoring and recording communications

We may monitor communications such as emails and telephone calls for the following purposes:

n/a

How we use the information we collect



What rights do you have?

Right to request a copy of your information

You can request a copy of your information which we hold (this is known as a subject access request). If you would like a copy of some or it, please:

- ② email, call or write to us (using the contact details below)
- Iet us have proof of your identity and address (a copy of your driving licence or passport and a recent utility or credit card bill), and
- ② let us know the information you want a copy of, including any account or reference numbers, if you have them

We may ask you to pay a fee before sending this information to you.

Right to correct any mistakes in your information

You can require us to correct any mistakes in your information which we hold free of charge. If you would like to do this, please:

- Contact us using the contact details below
- Use the state of the state o
- ① let us know the information that is incorrect and what it should be replaced with

Right to ask us to stop contacting you with direct marketing

You can ask us to stop contacting you for direct marketing purposes. If you would like to do this, please:

- @ email, call or write to us (using the contact details below)
- Iet us have proof of your identity and address (a copy of your driving licence or passport and a recent utility or credit card bill), and
- ① let us know what method of contact you are not happy with if you are unhappy with

certain ways of contacting you only (for example, you may be happy for us to contact

you by email but not by telephone)

From time to time we may also have other methods to unsubscribe from any direct mar-

keting including for example, unsubscribe buttons or web links. If such are offered, please

note that there may be some period after selecting to unsubscribe in which marketing may

still be received while your request is being processed.

Changes to the privacy policy

We may change this privacy policy from time to time. You should check this policy occasion-

ally to ensure you are aware of the most recent version that will apply each time you access

this website.

Contacting us

If you have any questions about this policy or the information we hold about you, please

contact us by:

E-mail: Rupert.Jackman@inverurie-website.design

Post:

Inverurie Website Design, Playgreen Croft, St Katherines,

Inverurie. AB51 8TR

Or

Telephone: 07964374247

Calls will be answered at the following times:

Monday to Friday - 9am to 5pm