

## **Privacy Policy & Cookies**

WindyHill Design Studio are committed to ensuring that your privacy and personal details are protected. Any personal information collected by which you can be identified when using this website, or through your journey with us, will only be used in accordance with this privacy policy.

### **What we may collect**

- Name/Partners Name
- Contact information including email address/phone number
- Demographic information such as postcode
- Event details - date, venue, guest numbers

We collect the above information in order to respond to enquiries, and provide a stationery design service and products if chosen to do so. Details will only be used for the purpose of these services.

### **We collect personal information from several sources including;**

- Our website/contact forms
- Emails
- Events/Wedding Shows
- Referrals
- Other contact initiated by the customer
- Social media contact

### **What we do with the information gathered**

We require this information to understand your stationary needs, preferences and options chosen. We use. The information for the following main purposes;

- Internal record keeping
- Order creation
- Contact regarding orders

### **Image Sharing**

We regularly share images of our designs and orders on both our social media pages and our website. Your permission for this will always be sought, and full images will not be released until after your event.

## **Security**

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

## **How we use cookies**

A cookie is a small file which asks permission to be placed on your computers 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.

We use traffic log cookies to identify which pages are being used. This helps us analyse data about web traffic and improve our web page in order to tailor it to customer needs. We only use this information for statistical analysis's purposes and then the data is removed from the system. Overall cookies help us provide you with a better website, by enabling us to monitor which pages you find useful and which you do not. A cookie in no way gives us access to your computer or any information about you, other than the data you choose to share with us.

You can choose to accept or decline cookies. Most web browsers automatically accept cookies but you can usually modify your browser settings to decline cookies if you prefer. This may prevent you from taking full advantage of the website.

## **Controlling your personal information**

We will not distribute or sell any of your information to third parties or others, without your permission. The exception to this would be if we are required by law to do so.

You may request to view the personal information which we have regarding yourself. A fee will be applicable to do so. If you wish to have a copy of the information we hold on you please contact [simone@windyhilldesignstudio.co.uk](mailto:simone@windyhilldesignstudio.co.uk)