

INFILLS AGENCY PRIVACY NOTICE

This privacy notice will explain how our organisation uses the personal data we collect from you when you use our website.

WHAT DO WE COLLECT?

Our company collects the following data:

- Names
- Addresses
- Email addresses
- Telephone number
- Address

HOW DO WE COLLECT YOUR DATA?

You provide our business with most of the data we collect. We collect and process data when you:

- Subscribe
- Use the contact form
- Request a booking
- Provide feedback
- Send us an application form
- Use or view our website via your browser's cookies

HOW WILL WE USE YOUR DATA?

Our business collects your data so that we can:

- Process your request
- Email you with special offers
- Contact you as a potential new client/staff member

HOW DO WE STORE YOUR DATA?

Our business securely stores your data on encrypted computers or in a lockable cabinet at our office.

Our business will keep your information for up to one year. Once this period has expired, we will delete your data by shredding and deletion of cookies and files.

MARKETING

Our business would like to send you information about services and offers that we feel may be of interest to you. You may opt out by contacting us on info@infillsagency.co.uk

WHAT ARE YOUR RIGHTS?

Our business would like to make sure you are fully aware of your data protection rights. Every user is entitled to the following:

- The right to access
- The right to rectification
- The right to erasure – under certain conditions
- The right to restrict processing – under certain conditions
- The right to data portability

If you make a request, we have one month to respond to you. If you would like to exercise any of these rights, please contact us via email on the contact details provided in this notice

WHAT ARE COOKIES?

Cookies are text files placed on your computer to collect standard internet log information and visitor behaviour information. When you visit our website, we may collect information from you automatically through cookies or similar technology.

For further information visit www.allaboutcookies.org

HOW DO WE USE COOKIES?

Our business uses cookies in a range of ways to improve your experience on our website, including:

- Understanding how you use our website
- To enable contact between both parties

WHAT TYPE OF COOKIES DO WE USE?

There are a number of different types of cookies, however, our website uses:

- Advertising – our business uses the cookies to collect information your visit to our website, the content you viewed, the links you followed and information about your browser, device and IP address.

HOW TO MANAGE COOKIES

You can set your browser not to accept cookies, and the above website tells you how to remove cookies from your browser. However, in a few cases, some of our website features may not function as a result.

PRIVACY POLICIES OF OTHER WEBSITES

Infills Agency website contains links to other websites. This privacy notice only applies to our website, so if you click on another website link, you should read their privacy policy.

HOW TO CONTACT US

If you have any questions about our privacy policy, the data we hold on you, or you would like to exercise one of your data protection rights, please do not hesitate to contact us.

Email: info@infillsagency.co.uk