

Website Privacy Policy

# Privacy Notice

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This privacy notice sets out details of the information we collect about you, how we may use it, how we ensure its kept secure, who we share it with, and what rights you may have in respect of that information.

By using our services or providing us with information, you consent to the collection and, or use of your information under the terms of this policy. You have the right to request to see the personal information that we hold on you, as well as request that inaccurate information be corrected. You are also able to remove your consent at any time using the contact details provided in this policy. We're committed to respecting the information you trust us with and making sure that we keep it safe. We make every effort to ensure that appropriate control measures are followed to ensure we meet the requirements of the General Data Protection Regulations.



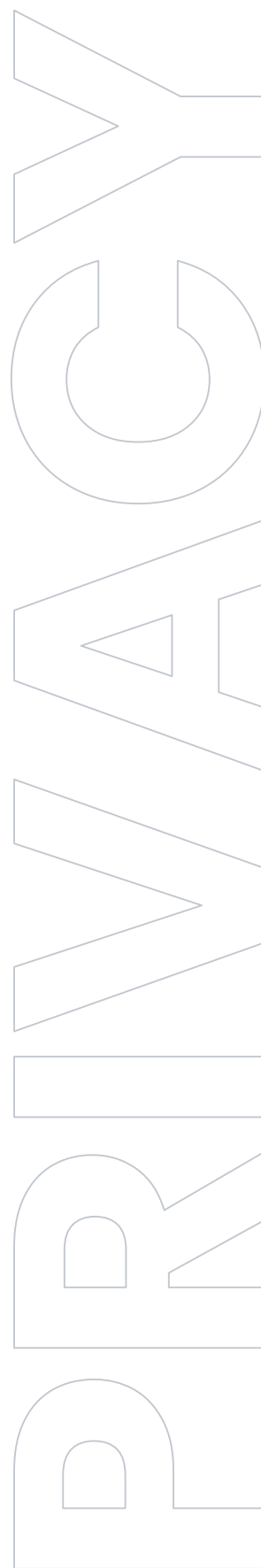
## What personal information do we collect?

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Most of the personal information we process is provided to us directly by you for one of the following reasons:

- Name and contact details you provide to us by filling in forms on our website or registering for updates or newsletters.
- Social Media interaction
- Statistical data about your browsing actions and patterns for us to improve the website performance

We will only request and collect information which is necessary or reasonable in order to provide you with your requested services and to improve the services that we provide.





## Use of information collected



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The information you provide us with, will only ever be used for operational purposes, such as assessing your interest in our business offerings, or sending newsletters, business brochures or updates you may have requested.

We use a third party to host our website, and they will therefore hold your information, but they will not share it with any other third party for marketing purposes.

Any personal information we store is kept securely and will be subject to the standard data protection rules.



## Who do we share your information with?

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The information you provide to us may be accessed by our staff, business partners, and authorised third parties in the course of providing services.

We do not share your data to unaffiliated third parties without receiving your consent, unless required to do so by Law.



## Data Security

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We have implemented security measures to ensure that the information we collect about you is protected from access by unauthorised persons and against unlawful processing, accidental loss, destruction or damage. By using our website and/or services you acknowledge and agree that, except to the extent required by the General Data Protection Regulation, we shall not be responsible for any unauthorised use, distribution, damage or destruction of personal data. We will only retain your information for a reasonable period or as long as is required by law.

Occasionally something may happen whilst transmitting information via the internet, as it is not completely secure. In such cases we will investigate, and we will take the necessary action to rectify the issue where possible to minimise the likelihood of repeat issues.



## Contact Details

Any request to update incorrect information or to opt-out of any contact we may have with you should be made to the Data Protection Officer.

We will require proof of your identity before we supply the information to you, and requests will be responded to within 30 days.

You can also complain to the ICO if you are unhappy with how we have used your data. The ICO's address: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF. Helpline number: 0303 123 1113



## Changes to this Privacy Policy

We reserve the right to update and amend this Privacy Policy. All such developments will be notified to you by highlighting on the policy when changes have been applied.

Date	Reason			
September 2020	New Policy Creation	Claire Crew	Shashi Seshadri	1.0
March 2023	Annual Policy Review.	Becky Knight	Phil Pike	2.0
March 2024	Annual Policy Review. Updated Policy Owner	Chloe Bedford	Indu Seshadri	3.0

If you have any concerns relating to this policy, please contact [people@skewb.uk](mailto:people@skewb.uk)



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