

PRIVACY POLICY

This privacy policy sets out how Design Penguin Creative Ltd uses and protects any information that you give us when you use this website.

We are committed to ensuring that your privacy is protected. Should we ask you to provide certain information by which you can be identified when using this website, then you can be assured that it will only be used in accordance with this privacy statement.

What we collect

We may collect the following information:

- Name
- Email
- Address
- Business details
- Contact information
- Enquiry information

What we do with the information we gather

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

- Internal record keeping
- Invoices
- Contact and correspondence related to work requested / discussed.
- Newsletter (If additional consent is granted)

Any information proved to us is never shared with 3rd parties.

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 online.

The Studio, 203 Luddington, Stratford-upon-Avon CV37 9SJ
T: 07377 378984. E hello@designpenguin.co.uk

Design Penguin Creative Ltd. Company Number: 1065835
Directors: K Haines-Lea, Andrew Haines VAT Number: GB283244305

Request to be forgotten

Please email us at hello@designpenguin.co.uk and we can arrange to have all your records removed, unless there are any outstanding invoices then the information needed for invoicing will be kept until such a time that outstanding balances are cleared.

Right to Access

If you would like a copy of any of the information we keep please email us at hello@designpenguin.co.uk

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