



# SIMON UDAL

## D E S I G N

### Privacy Policy

We are committed to ensuring we meet our obligations under the General Data Protection Regulation. This policy demonstrates our firm commitment to your privacy and the protection of your personal information. Information obtained from visitors to our website and customers of our services will only be used for the purposes outlined in this policy.

Except as specified in this policy, at no time will we sell, rent or otherwise provide your personal information to a third party. Use of our services constitutes your agreement with this Privacy Policy.

We are a company registered in England and Wales, registered no 4670385. Our full contact details are: Simon Udal Design Limited, Thatched Cottage, Blackhorse Lane, Shedfield, Hampshire SO32 2HT. Tel: 01329 835330. [www.simonudaldesign.co.uk](http://www.simonudaldesign.co.uk)

#### **Why do we need to hold your personal data?**

As a basic business function, we require your data in order to contact you on day to day business matters. We use your personal data to aid us in supplying you with our services.

#### **What personal data do we collect?**

Personal data collected by us consists of your name, contact address, telephone number and email address. We have obtained your personal data either from you personally, from your email address, from your business card or publicly accessible sources such as company website or Companies House.

#### **Sharing of your personal data**

Your personal data will be treated as strictly confidential at all times. Your data will only be shared with any third party companies we contract work to, where it is necessary for the purpose of producing your project – ie releasing your contact details to printers so that deliveries can be made to you.

#### **Your rights as a data subject**

Anyone for which we hold data has the right to obtain from us confirmation as to whether or not personal data concerning them are being processed. If a data subject wishes to receive this confirmation, they may contact us.

Your rights include, but are not limited to:

- Access to a copy of information within your Personal Data
- A right to request the complete erasure of your personal data from our systems
- The routine erasure of your personal data in accordance with legal requirements
- A right to object to processing that is likely to cause, or is causing damage or distress
- A right to prevent processing for direct marketing
- A right to object to decisions taken by automated means
- A right in certain circumstances to have inaccurate personal data rectified, blocked, erased or destroyed

If you have any questions or concerns, please contact Simon Udal.

#### **Simon Udal Design Limited**

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