

## **Privacy Policy for Creative Gravy Limited. Updated 25<sup>th</sup> May 2018**

### **Our Commitment to Privacy**

Your privacy is important to us. To better protect your privacy we provide this notice explaining our online information practices and the choices you can make about the way your information is collected and used. To make this notice easy to find, we make it available on our homepage and at every point where personally identifiable information may be requested.

### **The Information We Collect**

This notice applies to all information collected or submitted on the Creative Gravy Website. On some pages, you can provide your contact details and make an enquiry about our services.

The types of personal information collected at these pages are:

Your Name

Company Name

Address

E-mail address

Phone number

### **How We Use Information**

We use the information you provide about yourself solely for the purpose of your enquiry. We only save your data for the purpose of on-going communications and we do not share this information with outside parties except to the extent necessary to complete the enquiry. We may use this data to run a credit check, but we will only do this when an enquiry progresses to becoming an order for our services. We may occasionally run a credit check on new suppliers as part of our due diligence when creating new partnerships.

We use return e-mail addresses to answer the enquiries we receive. Such addresses are not used for any other purpose.

Finally, we never use or share the personally identifiable information provided to us online in ways unrelated to the ones described above without also providing you an opportunity to opt out or otherwise prohibit such unrelated uses.

## **Our Commitment to Data Security**

To prevent unauthorised access, maintain data accuracy, and ensure the correct use of information, we have put in place appropriate physical, electronic, and managerial procedures to safeguard and secure the information we collect online. All data is held on a password protected server, and any data held on individual PCs or mobile devices is password protected. Access to our office for paper records is restricted to staff only and is physically secured.

## **Our Commitment to Children's Privacy**

Protecting the privacy of the very young is especially important. For that reason, we never collect or maintain information at our website from those we actually know are under 13, and no part of our website is structured to attract anyone under 13.

## **How to Access or Correct Your Information**

You can access all your personally identifiable information that we collect online and maintain by emailing [studio@creativegravy.co.uk](mailto:studio@creativegravy.co.uk). To protect your privacy and security, we will take reasonable steps to verify your identity before granting access or making corrections. We use this procedure to better safeguard your information. You can correct factual errors in your personally identifiable information by sending us a request that credibly shows error.

## **How to Contact Us**

Should you have other questions or concerns about these privacy policies, please send us an e-mail to [studio@creativegravy.co.uk](mailto:studio@creativegravy.co.uk).