

S.Hilton Design Privacy Notice

S.Hilton Design provides print, branding and web design services.

We take security and privacy seriously:

- We keep to a minimum the amount of information we hold about you.
- We delete your data when it is no longer needed.
- We apply appropriate security mechanisms to protect your personal data.

This Privacy Notice explains when and why we collect personal information about people who visit our website or enquire about our Services via other means, how we use this information, the conditions under which we may disclose it to others and how we keep it secure. It also explains how we use the information when you become one of our clients.

The terms we use within this Privacy Notice are defined and described on the [ICO website](#).

If you have any questions regarding this Privacy Notice or the rights you have, contact us via info@shiltondesign.co.uk

Our use of Cookies and Analytics

If you are just browsing or using one of the forms (Contact Us). We use Cookies.

Enquiries about our Services: Information you supply us when enquiring about our Services including via the Contact Us

We use the information you provide to respond to your enquiries about our services (the lawful basis for this is "Consent"). Should we look to use your personal data for any other purpose, such as providing you with information on other Services we provide, we will get your explicit consent to do so.

Personal information you submit via our Contact Us form on our website is sent to us via email. All the information you submit is transferred using SSL which is the standard security technology for establishing an encrypted link between a web server and a browser. This ensures that all data passed between the web server and browsers and then with us remains private.

We will hold the information you supply us for a maximum of three years after your last communication with us. If you wish to stop hearing from us prior to that time then email info@shiltondesign.co.uk

We do not share, rent or sell this information with or to any third party.

Our clients

If you are a sole trader or partnership, financial transactions between us might include some personal data. We are required to keep this information for the current financial year plus an additional six years

Whilst we store your information we store it securely to prevent unauthorised use. We will agree with you how we share draft and final documents as part of our terms and conditions.

How to change information or contact us about anything concerning our use of your personal data

If there are any changes in your details that we need to reflect, you need to check the accuracy of the details that we hold about you, or if you have any other questions about this Privacy Notice, email info@shiltondesign.co.uk

Should you feel that you need to complain about how we are handling your personal data, email info@shiltondesign.co.uk or use the 'Contact Us' form on our website.

Your ultimate point of contact for all data protection matters in the UK is the Information Commissioner's Office. See the Contact us page on the ICO website.

What if this privacy notice changes?

If changes to the S.Hilton Design Data Protection Policy (and hence this Privacy Notice) include any significantly different use of your personal data, we will let you know and give you the option to agree to the new use.

Last updated: May 2018