

## PRIVACY POLICY

This privacy policy sets out how ICREATE UK uses and protects any information that you give to ICREATE UK when you use my services and use this website.

ICREATE UK is committed to ensuring that your privacy is protected. Should I ask you to provide certain information by which you can be identified when using my services and this website, then you can be assured that it will only be used in accordance with this privacy statement.

ICREATE UK may change this policy from time to time by updating this page. You should check this page from time to time to ensure that you are happy with any changes. This policy is effective from 25th May 2018.

### **What I collect**

I may collect the following information:

- Name and job title
- Contact information including business address, home address (if your business is based from home) and email address
- Demographic information such as postcodes

### **What I do with the information I gather**

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

- Internal record keeping
- I may periodically send digital emails about office closures using the email address which you have provided.

### **Security**

I am committed to ensuring that your information is secure. In order to prevent unauthorised access or disclosure, I have put in place suitable physical, electronic and managerial procedures to safeguard and secure the information I collect.

### **Visitors to my website**

When someone visits [www.icreateuk.com](http://www.icreateuk.com) I use a third party service, Google Analytics, to collect standard internet log information and details of visitor behaviour patterns. I do this to find out things such as the number of visitors to the various parts of the site. This information is only processed in a way which does not identify anyone. I do not make, and do not allow Google to make, any attempt to find out the identities of those visiting my website. If I do want to collect personally identifiable information through my website, I will be up front about this. I will make it clear when I collect personal information and will explain what I intend to do with it.

### **How I use cookies**

Cookies are used on this website to anonymously monitor visitor usage of the site to help me maintain and improve my website. No personal data can be collected using this type of cookie, only aggregated statistics about the general use of my site. By continuing to the site you are agreeing to the usage of cookies during your visit.

### **Controlling your personal information**

You may choose to restrict the collection or use of your personal information in the following ways:

- A letter will have been sent out to you informing you of the new privacy policy and will give you options to change the way I collect personal information.
- If you have previously agreed to me using your personal information for anything other than what's listed above, you may change your mind at any time by writing to (address below) or emailing me at [liz@icreateuk.com](mailto:liz@icreateuk.com)
- I will not sell, distribute or lease your personal information to third parties unless I have your permission or are required by law to do so.

If you believe that any information I am holding on you is incorrect or incomplete, please write to or email me as soon as possible. I will promptly correct any information found to be incorrect.

Address Details: ICREATE UK, 16 Clarence Road, Grappenhall, Warrington, Cheshire, WA4 2PQ.  
Tel: 07786447726, Email: [liz@icreateuk.com](mailto:liz@icreateuk.com)