

PRIVACY STATEMENT

GPDR 25 May 2018

Aurora Design Studio ("we/us") are committed to protecting and respecting any personal information you share with us.

This statement describes what types of information we collect from you, how it is used by us, how we share it with others, how you can manage the information we hold and how you can contact us.

We will never send you unsolicited 'junk' email or communications, or share your data with anyone else who might. We do not sell your information to third parties.

The contents of this statement may change from time to time so you may wish to check with us occasionally to ensure you are still happy to share information with us.

WHAT INFORMATION DO WE COLLECT

We collect information about you when you engage with our website and use our Contact Form and on arrival at our office. We only collect information which is necessary, relevant and adequate for the purpose you are providing it for.

HOW DO WE USE THIS INFORMATION?

Aurora Design Studio will only process information that is necessary for the purpose for which it has been collected. We will never send you unsolicited 'junk' email or communications or share your personal information with any other company (i.e. third parties) unless we are required to do so by law.

WEBSITE

This Privacy Statement only applies to the Aurora Design Studio website. Customers should always be aware when moving to another site via a link of how that site deals with your information by checking its privacy statement. Aurora Design Studio cannot be held responsible for the content or policy of any external website to which it links.

CLIENT WEBSITES HOSTED BY AURORA DESIGN STUDIO

If our clients/customers website is hosted by Aurora Design Studio (we/the developers) are not responsible for any information gathered by our clients Website. However we do have to offer the tools to manage the collected data and we do this by way of exporting the data to a CSV file for use offline or by deleting the data from the server. It is our clients responsibility to manage any data collected by their website.

HOW LONG DO WE KEEP YOUR INFORMATION?

We will not hold your personal information in an identifiable format for any longer than is necessary. If you are a customer or otherwise have a relationship with us we will hold personal information about you for a longer period than if we have obtained

your details in connection with a prospective relationship. We do not take any Credit Card details from our clients/customers.

Accounting Information, by law, has to be kept for a required period for the purpose of any Inland Revenue inspection. After this information is no longer required we, Jason Coates and Tim Davis from Aurora Design Studio will destroy this information.

HOW CAN YOU MANAGE THE INFORMATION WE HOLD ABOUT YOU?

You have the right as an individual to access your personal information we hold about you and make corrections if necessary. You also have the right to withdraw any consent you have previously given to us and ask us to erase information we hold about you. You can also object to us using your personal information.

Jason Coates & Tim Davis

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