



PRIVACY POLICY

This privacy policy sets out how The DSGN Studio uses and protects any information that you give The DSGN Studio when you use this website.

The DSGN Studio is committed to ensuring that your privacy is protected. Should we ask you to provide certain information by which you can be identified when using this website, then you can be assured that it will only be used in accordance with this privacy statement.

The DSGN Studio 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 May 2018.

WHAT INFORMATION DO WE HOLD?

The information we hold on you and how we use it will vary depending on the nature of your relationship with us.

We will collect, process and store personal information about you which will be stored within our secure internal systems. This personal information may include your

- name, address, contact details;
- job title & name of your employer;
- IP address, browser types, device being used;
- details of our interactions and correspondence with you (specifically our emails with you and the notes we make in relation to our telephone conversations, meetings or other interactions with you);

Most of the information described above comes directly from you but we do obtain some from publicly available information.

HOW AND WHY DO WE USE YOUR PERSONAL INFORMATION

We only use this information for the purpose of legitimate business interests being pursued by us in relation to the services or products that we provide. For example, we will use your information: to contact you to discuss our services and products (and any changes to them); to respond to any questions or concerns you have raised; to deal with administrative matters such as invoicing and renewal; and to otherwise carry out our obligations arising under a contract and to enforce the same.

In particular, we use your information:

Where we have obtained your consent (and before any withdrawal of your consent – see below). Including to:

- contact you via email from time to time with information we think may be of interest about our products, services and business. If you do not want to be contacted in this way, you can tell us by contacting us using the details set out at the end of the Privacy Policy.

- Contact you via telephone with information we think may be of interest about our products, services and business. If you do not want to be contacted in this way, you can tell us by contacting us using the details set out at the end of the Privacy Policy.

Note: You may withdraw your consent at any time by contacting us using the details set out at the end of this Privacy Policy.

Where it is necessary for the performance of a contract with you.

In line with our legitimate business interests to:

- prevent fraud;

We will not use your information for any other purposes unless we are required to do so by law, in connection with any legal proceedings, or in order to establish, exercise or defend our legal rights.

SECURITY + DISCLOSURE

We are committed to ensuring that your information is secure and is not lost, used or accessed in an unauthorised way. In order, to prevent unauthorised access or disclosure, we have put in place suitable physical, electronic and managerial procedures to safeguard and secure the information we collect online.

TWITTER

A number of our applications utilise Twitter and/or other website's APIs (Application Program Interfaces) in order to display tweets and/or other pieces of information or data acquired from third party websites. From time to time we will store this data for use in one of our apps. We will treat this data in exactly the same way as we do other data referred to in this privacy policy.

CONTROLLING YOUR PERSONAL INFORMATION

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

- whenever you are asked to fill in a form on the website, look for the box that you can click to indicate that you do not want the information to be used by anybody for direct marketing purposes
- if you have previously agreed to us using your personal information for direct marketing purposes, you may change your mind at any time by writing to or emailing us at info@thedsgnstudio.co.uk

We will not sell, distribute or lease your personal information to third parties unless we have your permission or are required by law to do so. We may use your personal information to send you promotional information about third parties which we think you may find interesting if you tell us that you wish this to happen.