

## Format Design London Privacy Policy

This privacy policy will explain how our organization uses the personal data we collect from you when you use our website.

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### What data do we collect?

Format Design London collects the following data:

- Personal identification information (Name, email address, phone number, for marketing purposes only)
- Share files and client information for pitch and presentation purposes

### How do we collect your data?

- You directly provide Format Design London with most of the data we collect. We collect data and process data when you:
  - Register online or place an order for any of our products or services.
  - Voluntarily complete a customer survey or provide feedback on any of our message boards or via email.
  - Use or view our website via your browser's cookies.
  - If you send it to us directly
  - Format Design London may also receive your data indirectly from the following sources: any recommendations or referrals from mutual contacts or clients

### How will we use your data?

Format Design London collects your data so that we can:

- Process your order, manage your account.
- Email you with special offers on other products and services we think you might like.

We never share your data with third parties or other organisations without your permission.

When Format Design London processes your order, it may send your data to, and also use the resulting information from, credit reference agencies to prevent fraudulent purchases.

### How do we store your data?

Format Design London securely stores your data at in a cloud server that is protected by the company we hire the space from. The company have signed an agreement to not process our data in any way.

Format Design London will keep your data and information for a period of 10 years. Once this time period has expired, we will delete your data.

Format Design London would like to send you information about products and services of ours that we think you might like.

If you have agreed to receive marketing, you may always opt out at a later date.

You have the right at any time to stop Format Design London from contacting you for marketing purposes or giving your data to other members of the Format Design London.

If you no longer wish to be contacted for marketing purposes, please let us know.

### What are your data protection rights?

Format Design London would like to make sure you are fully aware of all of your data protection rights.

Every user is entitled to the following:

**The right to access** - You have the right to request Format Design London for copies of your personal data. We may charge you a small fee for this service.

**The right to rectification** - You have the right to request that Format Design London correct any information you believe is inaccurate. You also have the right to request Format Design London to complete information you believe is incomplete.

**The right to erasure** - You have the right to request that Format Design London erase your personal data, under certain conditions.

**The right to restrict processing** - You have the right to request that Format Design London restrict the processing of your personal data, under certain conditions.

**The right to object to processing** - You have the right to object to Our Company's processing of your personal data, under certain conditions.

**The right to data portability** - You have the right to request that Format Design London transfer the data that we have collected to another organization, or directly to you, under certain conditions.

If you make a request, we have one month to respond to you. If you would like to exercise any of these rights, please contact us at our email: [getintouch@formatdesign.com](mailto:getintouch@formatdesign.com)

### What are cookies?

Cookies are text files placed on your computer to collect standard Internet log information and visitor behaviour information. When you visit our websites, we may collect information from you automatically through cookies or similar technology.

For further information, visit [allaboutcookies.org](http://allaboutcookies.org).

### How do we use cookies?

Format Design London uses cookies in a range of ways to improve your experience on our website, including:

- Understanding how you use our website
- Understanding what services interest, you

### **What types of cookies do we use?**

There are a number of different types of cookies, however, our website uses:

- **Functionality** - Format Design London uses these cookies so that we recognize you on our website and remember your previously selected preferences. These could include what language you prefer and location you are in. A mix of first-party and third-party cookies are used.
- **Advertising** - Format Design London uses these cookies to collect information about your visit to our website, the content you viewed, the links you followed and information about your browser, device, and your IP address. Format Design London sometimes shares some limited aspects of this data with third parties for advertising purposes. We may also share online data collected through cookies with our advertising partners. This means that when you visit another website, you may be shown advertising based on your browsing patterns on our website.

### **How to manage cookies**

You can set your browser not to accept cookies, and the above website tells you how to remove cookies from your browser. However, in a few cases, some of our website features may not function as a result.

### **Privacy policies of other websites**

The Format Design London website contains links to other websites. Our privacy policy applies only to our website, so if you click on a link to another website, you should read their privacy policy.

### **Changes to our privacy policy**

Format Design London keeps its privacy policy under regular review and places any updates on this web page. This privacy policy was last updated on 30 January 2020.

### **How to contact us**

If you have any questions about Our Company's privacy policy, the data we hold on you, or you would like to exercise one of your data protection rights, please do not hesitate to contact us [getintouch@formatdesign.com](mailto:getintouch@formatdesign.com)