

## Privacy policy

### What information do I collect about you?

I collect personal information about you when you contact me for a quote or place an order from me for services. This will only be information that you give to me, including by email or phone.

This information might include:

- your name
- your address (email and physical)
- your telephone number
- your bank details.

This is information that I need to do work for you under a contract.

### How will I use your information?

I will use your information to contact you about the work I do for you. I also use it for my own accounts and for tax reasons.

I will:

- keep your information safe and backed up
- report any data breaches to you immediately
- delete your emails if you decide not to use my services.

I will not:

- send you marketing emails
- give or sell your information to anyone except when required to do so by law (such as the tax authority) or where I need to in order to recover a debt from you (such as a debt collection agency)
- keep your information longer than I have to (for tax reasons, I have to keep it for six full tax years).

### Access to your information and correction

You have the right to request a copy of the information that I hold about you. If you would like a copy of some or all of your personal information, please [email](#) or [write](#) to me. I may make a small charge for this service.

I want to make sure that your personal information is accurate and up to date. Please do ask me to correct or remove information you think is inaccurate.

### Cookies

Cookies are text files placed on your computer to collect standard internet log information and visitor behaviour information. This information is used to track visitor use of the website and to compile statistical reports on website activity. I use this only through Google Analytics to measure usage of my website and do not provide any information to third parties. For further information visit [www.aboutcookies.org](http://www.aboutcookies.org) or [www.allaboutcookies.org](http://www.allaboutcookies.org). You can set your browser not to accept cookies and the above websites tell you how to remove cookies from your browser.

### Changes to the privacy policy

I keep my privacy policy under regular review and I will place any updates on my website. This privacy policy was last updated on 10 May 2018.

### How to contact me

You can contact me using the contact details in the header of this policy.