



Privacy Notice

In Sync Design Consultants

1. Introduction

This Privacy Notice sets out how In Sync Design Consultants uses and protects any information you give us. A copy is available to view on our website www.insyncdesign.co.uk and is effective from 25th May 2018.

2. What data do we collect

We will only ask you for data that we believe is necessary to work with you to supply our services. If you would like us to submit a project proposal or quotation, we may gather both personal and commercial information about you, the business and the project.

3. What we do with the data we collect

The information requested is to enable us to fulfil our contractual obligation in providing a quotation for work and to supply the goods & services you have requested when an order is placed. Additional personal information we will require about you may include your position at work, postal address, email address and telephone number.

4. Security of your data

We do not sell or trade your personal information with third party companies and businesses. We may need to share your details with suppliers and sub-contractors in order to fulfil any contract we enter into with you, e.g for the print and production of goods and shipping/delivery purposes. These companies are authorised to use your personal information only as necessary to provide these services to us.

There are particular situations in which we may need to share access to your Personal Information without your explicit consent. For example;

- If we are required to do this by law
- To comply with any valid legal process, government request, rule or regulation.

5. Controlling your data

You may request that we delete all data that we hold on you at any time by emailing us at info@insyncdesign.co.uk and we will ensure your details are removed. If you believe that any data we hold about you is incorrect, please email us as soon as possible and we will carryout the requested amendments.

6. Customer Testimonials/Comments/Reviews

We post customer testimonials/comments/reviews on our website which may contain personally identifiable information. We do obtain the customer's consent prior to posting the testimonial and name alongside their testimonial. To request removal of your personal information from testimonials please contact us at info@insyncdesign.co.uk

7. Third Party Websites

Our website includes links and details of third party websites. We have no control over and we are not responsible for, the privacy policies and practices of third parties. If you submit personal information to any third party websites, your information is governed by their privacy policies and we encourage you to carefully read the privacy statement of any web site you visit.

8. Policy Amendments

We may update this policy from time to time by publishing a new version on our website. You should check this page occasionally to ensure you are happy with any policy changes.

9. Cookies

As with most websites, we automatically gather information about your computer such as your IP address, browser type, referring and exit pages and operating system. We use this information to conduct research analysis to improve our website.

10. What are Cookies

'Cookies' are small text files that are stored on your computer or mobile phone and are placed there by your browser (e.g. Internet Explorer or Safari). Websites are able to use these files to store things such as personalisation details or user preferences. They act as a "memory" for the website.

Anonymous analytics cookies: Every time a user visits our website, web analytics software provided by Google generates an anonymous analytics cookie. These cookies can tell us whether or not you've visited the site before. This allows us to track how many individual unique users we have, and how often they visit the site. These cookies cannot be used to identify individuals; they are used for statistical purposes only. This allows us, for example, to tell which pages are the most visited at any one time.

For more information on google analytics cookies click below;

<https://developers.google.com/analytics/resources/concepts/gaConceptsCookies>

We may also use some non-essential cookies to anonymously track visitors or enhance your experience of the site. If you're not happy with this, you are able to disable cookies in your browser, by doing this you will may be able to access certain areas of the website.