

Privacy Policy

25 May - 31 December 2018

In this policy, whenever the acronym 'DWC' is used it refers to Dave Walsh Creative.

The privacy and security of personal or commercial information is extremely important. This privacy policy explains how and why personal data is used and to make sure you are informed and can be confident about supplying any information. This policy applies if you are a client Dave Walsh Creative or an acquaintance of Dave Walsh and uses any of the services DWC has to offer including visiting the website, using an email address, uploading or downloading of electronic files, telephone conversations or any written electronically or postal correspondence.

What personal data is collected and how is it used?

Your personal data or any information which identifies you, or which can be identified as relating to you, your company or organisation is automatically collected for use while liaising on projects which have been commissioned to Dave Walsh Creative. DWC will only collect the following data: name, email address, telephone number and email address(s). These details are used for the sole purpose of proofs, artwork, enquiries, quotations, orders, invoices and invoice reminders and are treated as confidential either post project or for any future correspondence with another project or enquiry that should arise.

Where is my data stored?

Accumulated data and information is stored and archived on local based storage devices which is not shared or accessed with any other third party, individual(s), organisation(s), cloud based storage service(s) or similar.

Can I access my personal information?

Yes. As a client or acquaintance of DWC you have the right to a copy of any information that is held about you, your company or your organisation that is kept on file. This is known as 'the right subject access' and means that you can make a request under the Data Protection Act for any data or information about you, your company or your organisation at any time. With adequate notice, this information is free to obtain at any time if requested and copies of data or information can be made available as either paper copy or supplied electronically. However, it is important to remember that not all personal information or data is or has been kept or covered and 'exemptions' within the Act which may allow an organisation to refuse to comply with subject access requests in certain circumstances.

Can I update, amend or delete my data and information?

Yes. Dave Walsh Creative wants you to remain in control of your personal data. If, at any time, you want to update, amend or delete any personal data or information that has not already been discussed, please contact Dave Walsh via telephone on **07968 151749**, email **dave@davewalshcreative.co.uk** or write to the postal address below with your request and any information held on file will be dealt with accordingly. If you any questions or queries regarding your data or information please do not hesitate to contact Dave Walsh Creative.