

# OUR PRIVACY POLICY

## REV 1.0



JANUARY 2022 - REVISION 1.0

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

Topics:

- What data do we collect?
- How do we collect your data?
- How will we use your data?
- How do we store your data?
- Marketing
- What are your data protection rights?
- What are cookies?
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- What types of cookies do we use?
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- Privacy policies of other websites
- Changes to our privacy policy
- How to contact us
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### What data do we collect?

Our Company collects the following data:

- Personal identification information (Name, email address, phone number, etc.)

### 3. It is not part of your employment contract

You directly provide Our Company with most of the data we collect. We collect data and process data when you:

- Use our online contact form.
- Voluntarily complete a customer survey or provide feedback via email.
- Use or view our website via your browser's cookies.
- Email Communication

Our Company may also receive your data indirectly from the following sources:

- GoogleAds

Cahill Design Consultants Ltd collects your data so that we can:

- Provide formal fee proposals and collaborate on projects together.
- Contact you for further information regarding your request.
- Send Customer Feedback forms.

## How do we store your data?

Cahill Design Consultants Ltd securely stores your data on secure cloud based serve Microsoft OneDrive.

Cahill Design Consultants Ltd will keep your personal identification data for 1 calendar year. Once this time period has expired, we will delete your data.

## Marketing

Cahill Design Consultants Ltd would like to send you information about our company that we think you might like, updating you via quarterly company newsletter.

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 Cahill Design Consultants Ltd from contacting you for marketing purposes.

## What are your data protection rights?

Cahill Design Consultants Ltd 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 Cahill Design Consultants Ltd for copies of your personal data.

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

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

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

**The right to object to processing** - You have the right to object Cahill Design Consultants Ltd processing of your personal data, under certain conditions.

**The right to data portability** - You have the right to request that Cahill Design Consultants Ltd 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:

Call us at: +44 (0)1206 809 598

Or write to us: [info@cdc-limited.co.uk](mailto:info@cdc-limited.co.uk)

## 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?

Cahill Design Consultants Ltd uses cookies in a range of ways to improve your experience on our website , including:

- Keeping you signed in
- Understanding how you use our website

## What types of cookies do we use?

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

- **Functionality** - Cahill Design Consultants Ltd 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** - Cahill Design Consultants Ltd 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. Our Company 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.

## 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 Cahill Design Consultants Ltd 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

Cahill Design Consultants Ltd keeps its privacy policy under regular review and places any updates on this web page. This privacy policy was last updated on 10 January 2022.

## How to contact us

If you have any questions about Cahill Design Consultants Ltd 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.

Call us: +44 (0)1206 809 598

Or write to us at: [info@cdc-limited.co.uk](mailto:info@cdc-limited.co.uk)

## How to contact the appropriate authority

Should you wish to report a complaint or if you feel that Cahill Design Consultants Ltd has not addressed your concern in a satisfactory manner, you may contact the Information Commissioner's Office.

### Information Commissioner's Office

Wycliffe House

Water Lane

Wilmslow

Cheshire

SK9 5AF

**Telephone:** 0303 123 1113