

# Privacy Policy

Creed Design Associates Ltd is committed to protecting and respecting your privacy. This Privacy Policy aims to give you information on how we collect and process your personal data through your use of this website (including any data you may provide through this website) or when you directly contact the studio to enquire about our services or job vacancies.

For more information or to exercise your data protection rights, please contact us via [info@creeddesign.co.uk](mailto:info@creeddesign.co.uk), or 0116 2752592 or write to us at:

**Creed Design Associates Ltd,  
The Old Bank,  
2 Cross Street,  
Enderby,  
Leicester  
LE19 4NJ**

## *What Data We May Collect From You And How We Use It*

### **Website:**

We collect information when you complete forms on our website, for example if you sign up to our mailing list, we collect your name, title, organisation, job title and email.

We use Google Analytics cookies to collect information about when and how visitors use our website. This is collected in an anonymous manner, so we can't directly identify individual visitors. You can set your browser to refuse all or some browser cookies, or to alert you when websites set or access cookies. If you disable or refuse cookies, please note that some parts of this website may become inaccessible or not function properly.

### **Contact us with an enquiry by telephone or email:**

We will keep your name, telephone number and email address in order to respond to your enquiry. and supply quotes

### **Engage With Us Via Social Media :**

We collect publicly available information across our Facebook, Instagram, LinkedIn and Twitter to monitor engagement and identify potential leads.

### **Enquire Or Apply For A Job Vacancy:**

We will use your name, telephone number and/or email address to respond to your enquiry. We will request permission to contact former employers for references.

### **We Also Collect Personal Information Under The Following Lawful Bases:**

- For the purpose of providing you with our services
- Sharing and promoting our news, Marketing purposes (Legitimate Interest – Business to Business Marketing)
- Customer experience; monitoring usage and improving services according to engagement (Legitimate Interest – service improvement)

We have put in place appropriate security measures to prevent your personal data from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. In addition, we limit access to your personal data to those employees, agents, contractors and other third parties who have a business need to know. They will only process your personal data on our instructions and they are subject to a duty of confidentiality. We have put in place procedures to deal with any suspected personal data breach and will notify you and any applicable regulator of a breach where we are legally required to do so.

## *Third Party Suppliers*

We will never sell your personal data to another organisation.

Creed works with a number of trusted partners and third party processors who supply products and services on our behalf. These will only hold the minimum amount of personal information needed in order provide a service on our behalf. You can view our third party suppliers GDPR policy at their websites.

**Xero**

**Wix.com**

**Mail Chimp**

We will at times engage certain trusted third parties to perform functions and provide services if necessary, such as accountants and delivery companies. We will share your personal information with these third parties, but only to the extent necessary to perform these services.

## *Third Party Websites*

This website may include links to third-party websites, plug-ins and applications. Clicking on those links or enabling those connections may allow third parties to collect or share data about you. We do not control these third-party websites and are not responsible for their privacy statements. When you leave our website, we encourage you to read the privacy notice of every website you visit.

## *Your Rights*

You have the right to unsubscribe from receiving our communications at any time. You also have the right to request a copy, update or deletion of your personal Data. You can do this by contacting us at [info@creeddesign.co.uk](mailto:info@creeddesign.co.uk).

### **Under certain circumstances, you have the following rights:**

- to request that we provide you with a copy of the information we hold about you (“Access Request”);
- to request that we rectify any information we hold about you (“Right to Rectification”);
- to request that we erase any information we hold about you (“Right to be Forgotten”);
- to restrict the level of processing we carry out with your information (“Restriction of Processing”);
- to obtain from us all personal data we hold about you in a structured, machine readable form, and have this information transmitted to another organisation (“Data Portability”);
- to object to our processing your information in certain ways (“Right to Object”); and to withdraw your consent at any time to our processing of your data.

We shall comply with any request made under this section as soon as possible, and normally within 30 days from the date of your request.