

Designed By ME Consultancy Ltd – Privacy Policy

Designed By ME Consultancy– Privacy Policy

In compliance with UK and European data protection regulations, including GDPR, this privacy policy explains what personal information we collect from you when you visit our website or are a recipient of our services.

Designed By ME Consultancy is committed to processing personal information about its customers in ways that comply with its legal and regulatory obligations, and to being clear with customers about what it does with their personal information.

Data collection

Designed By ME Consultancy may collect personal information which we receive when:

- you use our website – Downloads Page
- you use our services
- you purchase a product
- you contact us
- you are a recipient of our services.

We may collect the following types of information:

- your name, address, email address, telephone number(s) and other contact details
- information required to provide you with a service, and details of our services that you have used
- your organisation's name, your position in the organisation; the organisation's address, organisation's email address and telephone number
- your payment information such as credit or debit card details and bank account details.

Why do we collect this information and what do we use it for?

We collect your personal information to:

- provide you with services that you may request from us
- to provide you with certification from other organisations: e.g. the Design and Technology Association
- meet our legal and regulatory obligations

How do we collect this information?

We collect personal information:

- directly from customers: e.g., when a customer signs up to receive our services or registers on our website
- from publicly available sources: e.g., advertisements.

Keeping your information safe and secure

Designed By ME Consultancy is committed to keeping customers' personal information secure to protect it from being inappropriately or accidentally accessed, used, shared or destroyed, and against it being lost.

Third party access

Access to your personal information is only allowed when required by law. We do not, and will never, sell or share your personal information with third parties except when processing orders as necessary.

For our general day to day data processing activities, we use the following to help us administer and monitor the services we provide:

- for database management of our clients, staff and office admin
- for payroll and financial accounting
- to share newsletters, promotional detail, industry news or other information that maybe of interest to you
- for the administration of our website and customer interactions
- for any legal guidance in the provision of our services

- For full details of the third-party suppliers, we use please contact us at www.designedbymeconsultancy.com

International Transfers

It is our objective not to share data outside the EEA. However, in any circumstances where this may become necessary it will be undertaken in full compliance with the legal requirements

How long do we keep personal information?

We will only retain customers' personal information for as long as needed to carry out a particular purpose or meet a particular obligation, in line with our retention policy.

Keeping you informed

We plan to keep you updated on Design and Technology and Health and Safety in education related matters including training and other events, resources to support teaching, curriculum and other projects or lobbying activities. You can opt out of these at any time by emailing us at designedbyme@btinternet.com and requesting to unsubscribe.

Links to other websites

Our website may contain links to other websites of interest. However, you should note that we do not have any control over these other websites. Once you have used any of these links to leave our site, therefore, we cannot be responsible for the protection and privacy of any information which you provide whilst visiting these sites and such sites are not governed by this privacy statement.

Access to personal information

It is important that the personal information we hold about you is accurate and current. If you believe that any information we are holding on you is incorrect or incomplete, please let us know as soon as possible. We will promptly correct any information found to be incorrect.

Under certain circumstances, you have rights under UK Data Protection Act 2018 (DPA) and the EU General Data Protection Regulation 2016/679 (GDPR) in relation to your personal information. You may have the right to:

- access information held about you. Your right of access can be exercised in accordance with data protection law;
- object to us processing or ask us to restrict our processing of your personal information for any of the purposes listed in this policy, at any time.
- ask us to update and correct any out-of-date or incorrect personal information that we hold about you free of charge.
- ask us to erase or delete your personal information (in certain circumstances). We will do our best to respond to such requests, but these are subject to certain limitations such as legal requirements
- request a transfer of your personal information (in certain circumstances).

If you wish to exercise any of the above rights or to review, verify, correct or question anything detailed in this policy or are unhappy with any aspect of how we use your data please contact us at designedbyme@btinternet.com

You also have the right to make a complaint at any time to the Information Commissioner's Office (ICO), the UK supervisory authority for data protection issues. You can contact the Information Commissioner's Office by telephone on 0303 123 1113, or by using the live chat service which is available through the Information Commissioner's website www.ico.org.uk.

We would, however, appreciate the chance to deal with your concerns before you approach the ICO, so please contact us in the first instance.

Website Cookie Policy

Designed By ME Consultancy website uses 'cookies' in the course of its operation. This is standard practice for most websites. A cookie is a small file that is stored on your computer when you visit a website. If you visit the website again, it is recognised as a repeat visit by means of the cookie. The cookie contains a unique number but does not contain personal data. We will not use the cookie to identify you personally. We do not use cookies to collect personal information about you and we do not generally store any personal information that you provide to us in your cookies.

You can configure your web browser to refuse cookies, to delete cookies, or to be informed if a cookie is set. How to do this will depend on the browser you use and we provide further detail below on how to disable cookies for the most popular browsers. However, changing the cookie is set. How to do this will depend on the browser you use and we provide further detail below on how to disable cookies for the most popular resources. However, changing the cookie settings in your browser may mean Designed By ME Consultancy website does not operate properly.

For Google Chrome

- Choose the menu “tools” then “Settings”
- Click “Show advanced settings” link
- Find the section “Privacy” and select the relevant options

For Microsoft Internet Explorer

- Choose the menu “tools then “Internet Options”
- Click on the “privacy” tab
- Select “Settings” to select the appropriate setting

For Mozilla Firefox

- Choose the menu “Tools” then “Options”
- Click on the icon “privacy”
- Find the menu “cookie” and select the relevant options

For Opera 6.0 and further

- Choose the menu “Files”
- Choose “Preferences”
- Select “Privacy”

For further development of the website: *During your visits to Designed By ME Consultancy website you may notice some cookies that are not related to Designed By ME Consultancy. When you visit a page with content embedded from, for example, Facebook or YouTube, you may be presented with cookies from these websites. Designed By ME Consultancy does not control the dissemination of these cookies. You should check the third-party websites for more information about these.*

Google Analytics

We use Google Analytics to analyse the use of Designed By ME Consultancy website including the number of people visiting and which areas are most popular. This information helps us to improve the website to better serve customers’ needs. This tool generates statistical and other information about website use by means of cookies. Google Analytics privacy policy [can be found here](#).

Changes to our Privacy Policy

We keep our privacy policy under regular review, and we will place any updates on this web page. This privacy policy was last updated in September 2020.

How to contact us

Please contact our company director if you have any questions about our privacy policy or about information, we hold about you.

By email:

- designedbyme@btinternet.com

Or write to us at:

- **Designed By ME Consultancy Ltd.**, Rose Cottage, Station Road, Blaxton, Doncaster, South Yorkshire, DN9 3AQ