

Our Updated Privacy Policy May 2018

Your data will always be kept safe and secure. So that you are clued up, here is an explanation of why we need it and how we use it.

Protecting Your Privacy

This website is 100% committed to protecting the privacy and security of its site visitors.

We always keep your data safe and secure. In order for you to be in the know, this Privacy Policy lets you know why we need it and how we use it. It applies to all instances where your personal data is collected.

How we use your information

We do not, and will not, sell or give away any of your personal data to any third party – including your name, address, email address or any other personal information.

What is the source of your personal information?

We only hold information about you given to us directly from you, through an enquiry via this website.

What do we use your personal data for?

Your personal information is used in the following capacity:

- to provide you with the services which you request;
- for marketing our services and products;

How do we use your information when you visit our website?

Your domain name and e-mail address are recognised by our servers and the pages that you visit on our website are recorded. We shall not under any circumstances divulge your e-mail address to any person who is not an employee or contractor of ours and who does not need to know, either generally or specifically.

This information is used:

- to correspond with you or deal with you as you expect.
- in a collective way not referable to any particular individual, for the purpose of quality control and improvement of our site;
- to send you news about the services to which you have signed up;
- to tell you about other of our services or services of sister websites.

Cookies:

Cookies are small text files that are placed on your computer's hard drive through your web browser when you visit any web site. They are widely used to make web sites work, or work more efficiently, as well as to provide information to the owners of the site. Like all other users of cookies, we may request the return of information from your computer when your browser requests a web page from our server.

Cookies enable our web server to identify you to us, and to track your actions and the pages you visit while you use our website. The cookies we use may last for a single visit to our site (they are deleted from your computer when you close your browser), or may remain on your computer until you delete them or until a defined period of time has passed. Although your browser software enables you to disable cookies, we recommend that you allow the use of cookies in order to take advantage of the features of our website that rely on their use. If you prevent their use, you may not be able to use all the functionality of our website.

Review or update your Personal Information

At any time, you may review or update the personally identifiable information that we hold about you by contacting us at the following email address:

Info@katherinemills.co.uk

Compliance within the Law

This confidentiality policy has been compiled so as to comply with the law of every jurisdiction in which we aim to do business. If you think it fails to satisfy the law of your country, we would like to hear from you.

Disclosure to Government and their agencies

We are subject to the law like everyone else. We may be required to give information to legal authorities if they so request or if they have the proper authorisation such as a search warrant or court order.

Removing your information

If you wish us to remove personally identifiable information, you may contact us on <u>Email</u>. To better safeguard your information, we will also take reasonable steps to verify your identity before granting access or making corrections to your information.

