

# Laidback Design Privacy Policy

## **Introduction:**

Laidback Design is committed to protecting your privacy. This privacy statement explains how we use and disclose personal information which we hold about you and the privacy rights you have in relation to that information.

The personal information we may collect, or which may be held by us, may include:

- name
- address
- telephone
- email addresses
- verbal communication between us
- credit card information
- information about services we provide to you
- information about enquiries you have made both electronically and verbally
- login and password details

How we collect your information

We collect personal information from you in a variety of ways, including:

when you interact with us electronically and in person:

when you access our website:

when we provide services to you.

Use of your personal information:

We use your information to provide service to you

To improve our service

Laidback Design may employ other companies or individuals to assist us in providing our service. These third parties may have access to information needed to perform their function but cannot use that information for other purposes.

Security of your personal information

Laidback Design recognise that the trust with which individuals provide personal information, and such information will not be used or disclosed for any other purpose without consent, except in exceptional circumstances when disclosure may be required by law or is necessary to protect the rights of property of Laidback Design, or any member of the public, or to lessen a serious threat to a person's health or safety.

We take reasonable steps to protect your personal information. However we are not liable for any unauthorised access to this information.

Changing or deleting your personal information

Information contained on the database may be amended by contacting us. Request may be made to delete personal information, and all reasonable steps to delete that information will be made, except where it is required for legal reasons.

## **Website**

When you visit our website we may collect certain information such as browser type, operating system and website visited before coming to our site. This information is used in an aggregate manner to analyse how people use our site, such that we can improve our service.

Third party sites our website has links to other websites not owned or controlled by us. We are not responsible for these sites or the consequences of you going on those sites.