

The Designer is committed to protecting and respecting your privacy.

This policy (together with the Terms and Conditions available on the Designer's website and any other documents referred to on it) sets out the basis on which any personal data the Designer collects from you, or that you provide to the Designer, will be processed by the Designer.

Please read the following carefully to understand the Designer's views and practices regarding your personal data and how we will treat it. By visiting www.annekagardner.co.uk and/or entering into a Contract with the Designer you are accepting and consenting to the practices described in this policy.

For the purpose of the Data Protection Act 1998 (the Act), the data controller is the Designer.

1. Information the Designer collects from you

The Designer will collect and process the following data about you:

- This is information about you that you give the Designer on the Designer's site www.annekagardner.co.uk (our site) or by corresponding with the Designer by phone, e-mail or otherwise. It includes information you provide when you visit our Site or carry out any activity on our Site. The information you give the Designer may include your name, address, e-mail address and phone number, financial and credit card information, personal description and photograph, details of the Project.
- The Designer will not collect information about your behaviour on our Site.

2. Uses made of the information

The Designer will use this information:

- to carry out our obligations arising from any contracts entered into between you and the Designer and to provide you with the information, products and services that you request from the Designer;
- to provide you with information about other goods and services the Designer offers that are similar to those that you have already purchased or enquired about;
- to notify you about changes to the Designer's service; and
- to ensure that content from our site is presented in the most effective manner for you and for your computer.

3. Disclosure of your information

- You agree that we have the right to share your personal information with any company that the Designer is associated with as defined in section 1159 of the UK Companies Act 2006.
- The Designer will disclose your personal information to third parties:
 - In the event that the Designer sell or buy any business or assets, in which case the Designer will disclose your personal data to the prospective seller or buyer of such business or assets.

- In the event that the Designer incorporates a Company and then substantially all of the Company's assets are acquired by a third party, in which case personal data held by the Company about its customers will be one of the transferred assets.
- In the event the Designer incorporates a Company and third parties join the Designer's Company either as employees or Shareholders.
- If we are under a duty to disclose or share your personal data in order to comply with any legal obligation, or in order to enforce or apply our Terms and Conditions (available on our Site) and other agreements; or to protect the rights, property, or safety of the Designer, our customers, or others. This includes exchanging information with other companies and organisations for the purposes of fraud protection and credit risk reduction.

4. Where the Designer will store your personal data

- All information you provide to us is stored on the Designer's Laptop or personal servers.
- Unfortunately, the transmission of information via the internet is not completely secure. Although the Designer will do her best to protect your personal data, the Designer cannot guarantee the security of your data transmitted to our site; any transmission is at your own risk. Once the Designer has received your information, the Designer will use procedures and security features to try to prevent unauthorised access.

5. Your rights

You have the right to ask the Designer to not process your personal data for marketing purposes. Unless notified in writing, the Designer will be able to use your data for such purposes or disclose your information to any third party for such purposes. You can exercise the right at any time by contacting the Designer at hello@annekagardner.co.uk. Our site may, from time to time, contain links to and from the websites of third parties. If you follow a link to any of these websites, please note that these websites have their own privacy policies and that the Designer does not accept any responsibility or liability for these policies. Please check these policies before you submit any personal data to these websites.

6. Access to information

The Act gives you the right to access information held about you. Your right of access can be exercised in accordance with the Act. Any access request will be subject to a fee of £10 to meet our costs in providing you with details of the information the Designer holds about you.

7. Changes to our privacy policy

Any changes the Designer makes to our privacy policy in the future will be posted on the site and, where appropriate, notified to you by e-mail. Please check back frequently to see any updates or changes to our privacy policy.

8. Contact

Questions, comments and requests regarding this privacy policy are welcomed and should be addressed to hello@annekagardner.co.uk.