

Introduction

I am committed to protecting any data collected concerning you. By using my services, you agree to the use of the data collected in accordance with this Privacy Policy. I collect the minimum amount of information about you that is commensurate with providing you with a satisfactory service. This Policy indicates the type of processes that may result in data being collected about you.

Information Collected

I may collect any or all of the information that you give me depending on the type of transaction you enter into, including your name, address, telephone number, fax number and email address, together with data about your use of the website. Other information that may be needed from time to time to process a request may also be collected as indicated on the website.

Information Use

I use the information collected primarily to process the task for which you visited the website. Data collected in the UK is held in accordance with the Data Protection Act. All reasonable precautions are taken to prevent unauthorised access to this information. Contact the Information Commissioner's Office for further information regarding the Data Protection Act.

Cookies

Your Internet browser has the in-built facility for storing small files, called "cookies", that hold information which allows a website to recognise your account. You have the ability to prevent your computer from accepting cookies but, if you do, certain functionality on the website may be impaired. You may also have the ability to configure your web browser so that all cookies are deleted as soon as you close the browser.

Disclosing Information

I do not disclose any personal information obtained about you from this website to third parties. I may use the information to keep in contact with you and inform you of developments associated with my business. You will be given the opportunity to remove yourself from any mailing list or similar device. I may from time to time provide information of a general nature to third parties - for example, the number of individuals visiting my website or completing a registration form, but I will not use any information that could identify those individuals.

Changes to this Policy

Any changes to this Privacy Policy will be placed here and will supersede this version of our Policy. I will take reasonable steps to draw your attention to any changes in this Policy. However, to be on the safe side, I suggest that you read this document each time you use the



website to ensure that it still meets with your approval.

Contacting Me

If you have any questions about this Privacy Policy, or if you want to know what information I have collected about you, please email me at web@davidleonard.net. You can also correct any factual errors in that information or require me to remove your details from any list under my control.