



## BUXTON DESIGN

### PRIVACY POLICY

#### Welcome

#### Thank you for taking an interest in Buxton Design.

Buxton Design is committed to ensuring that your privacy and the personal data that you provide is protected in all aspects of business. Please take a moment to carefully read the following to understand how this is put into practice.

Buxton Design (JH Buxton T/A Buxton Design)  
The Old Estate Office  
Courteenhall House  
Courteenhall  
Northampton NN7 2QG

#### Internal

#### Information collected about you and how we use it:

- The information collected and provided by you may include your name, job title, company name, address, email address, telephone number, VAT and company registration number. This information is used to enable Buxton Design to discuss your requirements, submit quotations, deliver goods and supply invoices.
- The only Bank Account details collected are for those provided by suppliers of Buxton Design and are used solely to pay their invoices.
- Buxton Design will not share your personal information with third parties unless required to do so by law, or your permission has been received.

#### Storage:

- Buxton Design ensures that all of the personal information that you provide is kept on computer with strong passwords or within lockable cabinets within secure premises, which are only accessible by the Proprietor of Buxton Design.

#### Online

#### Information collected about you and how we use it:

- The information collected and provided by you via the Buxton Design website Contact Form includes your name, email address and telephone number. This information is used to enable Buxton Design to respond to your enquiry.
- Periodically Buxton Design will display recently completed design work on the Buxton Design website and Buxton Design Facebook page. This is solely to highlight the design services offered and the featured designs are either the property of Buxton Design or Buxton Design's clients. Copying of any design work, photographs, reviews or information on the Buxton Design website or Facebook page is strictly forbidden.
- Buxton Design uses Google Analytics to provide anonymous data showing how the website is viewed. Google Analytics uses cookies to collect information such as how many people visit the website, how often they have visited and time spent on the website.

#### Cookies:

- Cookies are small text files positioned on your computer when you view the Buxton Design website or Facebook page. Cookies cannot identify you, but they collect visitor information and track activity for statistical purposes. You can set your computer to not accept cookies if you wish, but this may affect the functionality of websites that you browse.

#### Information collected about you and your rights:

Please contact Buxton Design if you require the information that Buxton Design has collected about you to be corrected, updated or removed.

Email: [julia@juliabuxton.com](mailto:julia@juliabuxton.com)

#### Privacy Policy changes:

This Privacy Policy may be updated periodically and so you are encouraged to review it occasionally to ensure that you are happy with any changes. **Last update: December 2022.**

#### Buxton Design enquiries:

Please contact Buxton Design if you have any questions regarding this Privacy Policy.

Email: [julia@juliabuxton.com](mailto:julia@juliabuxton.com)