



## Privacy Policy

RGWebsites is committed to keeping your data safe. This Privacy Policy provides information on when and why we collect your personal information, how we use it, the limited conditions under which we may disclose it to others and how we keep it secure.

## Cookies

Cookies are used to monitor website traffic. We use a third party service, WordPress.com, to collect standard internet log information and details of visitor behaviour patterns. We do this to find out things such as the number of visitors to the various parts of the site. This information is only processed in a way which does not identify anyone. We do not make, and do not allow WordPress.com to make, any attempt to find out the identities of those visiting our website.

## How we use your data

When you contact us via our website to make an enquiry your name and contact details will be stored in our password protected contact management system, Outlook. Contact details will only be used to respond to your enquiry and, should we provide you with a service, to invoice you for the work carried out.

## Your rights

If you wish to know what personal data we hold for you or amend or delete this please email us at [info@rgwebsites.com](mailto:info@rgwebsites.com).

This policy was last reviewed on 2<sup>nd</sup> May 2018.

It will be reviewed again on 1<sup>st</sup> May 2019.