



PRIVACY POLICY

We understand that your privacy is important. That's why we have created this policy and rigorously enforce it throughout our organisation. As your design agency we promise:-

- **Never to share your information with anyone who doesn't need it – and only with your consent**
- **Never to sell or market your information**
- **Never to send you unsolicited messages of any kind**
- **To keep your data secure both online and off.**
- **To ensure only authorised employees can access your data and only when they need to**

The following is some of the more technical information regarding how our websites collect data and how it is used:-

1. We collect the domain name and email address (where possible) of our website visitors
2. We collect user-specific information on what pages users visit
3. Information given by customers (ie. Order information)
4. The information we collect is used for internal reviews, improving our website, contacting customers in relation to orders only and for fulfilling the actual order
5. Such information may be shared with official/government agencies when legally required to do so
6. Shared with service providers who adhere to privacy policies which at least cover the points within our own policy, if not more.
7. We set cookies to store session IDs but not for advertising
8. We do not partner with advertising agencies and therefore do not use advertising techniques on our site in regards to user-activity
9. In regards to secure, any financial transactions are handled via a secure connection and secure third-party service provider (currently PayPal).
10. When we transfer information we do so in a secure manner

If you do not wish to receive emails from us in the future, please email us at: info@NovusDesigns.co.uk and we will take all necessary steps to ensure we do not contact you in the future.

If you feel we are not abiding by our Privacy Policy please contact our parent company: C2Digital via phone: 020 3286 8693 or email: info@C2Digital.co.uk.