

Privacy policy for Mill House Designs.

At Mill House Designs we respect your privacy and have a strict privacy policy. This sets out how Mill House Designs uses and protects any personal information that you give us when using our services in your dealings with Mill House Designs.

WHAT INFORMATION DO WE COLLECT?

At the initial enquiry stage, we will require your name, address and contact details.

Please be assured, we would never pass on any of your personal information to a third party for marketing or other uses unless required by law.

WHAT DO WE USE THE INFORMATION FOR?

Mill House Designs is committed to protecting your personal information and to being transparent about what we do with the information that we hold for you.

Any information that we hold is used to process your order from start to finish and is then used in our internal accounting. These details are retained for future reference or to deal with any follow up enquiries that may come up.

We may need to refer to them at a future date on your behalf.

All information that is held on your behalf is secure and password protected.

MARKETING

In line with the General Data Protection Regulation (**GDPR**), we will only send marketing information if you have selected to subscribe to our newsletter. If at any point you no longer wish to receive our newsletter, please unsubscribe or notify us by email at sandie@millhousedesigns.net

SECURITY OF YOUR PERSONAL INFORMATION

We take all reasonable technical and organisational precautions to prevent the loss, misuse or alteration of your personal information. We will never share your information with a third party and only keep it for our own internal accounting once the transaction is completed. These records are then kept for 7 years.

PAYMENT SECURITY

We do not collect or store any of your financial information.

POLICY CHANGES

We may update this privacy policy from time-to-time by posting an updated version on our website. You should check this page occasionally to ensure you are happy with any changes. We may also notify you of changes to our privacy policy by email.

YOUR RIGHTS

You may request us to provide you with any personal information we hold about you at any time, and indeed instruct us to remove it from our database.

UPDATING INFORMATION

Please let us know if the personal information which we hold about you needs to be corrected or updated.

CONTACT

If you have any questions about this privacy policy or our treatment of your personal information, please write to us by email at sandie@millhousedesigns.net or by post to Mill House Designs, The Workroom, Acorn Cottage, Broad Oak, Mersham, Kent TN25 7HW.

COOKIES

Cookies are harmless text files (tiny files of letters and numbers) that websites place onto the hard drive of your computer while you are visiting their sites. They cannot transmit virus's; the cookie file takes up very little space and simple acts as an identification card to the site.

In the light of recent changes to legislation we are continually keeping our cookie policy under review.

At Mill House Designs our cookies do not contain any personal information about you and are used only to determine your browser and user preferences for our site.

