

## PPG Proofreading Ltd – Privacy Policy

We are PPG Proofreading Limited. We are not part of a group of companies; please see our [Website Terms and Conditions](#) for full details about our Company.

This privacy notice tells you what to expect when we collect personal information about you when we use this website.

### Topics

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2. Cookies
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#### 1. What information do we collect about you?

We collect data about you if you use our contact form in order that we may respond to your query. We will also collect relevant information if you purchase or enquire about our services by email, telephone, in person or by post.

Website usage information is collected by using Cookies (see below).

#### 2. Cookies

Cookies are text files placed on your computer to collect standard internet log information and visitor behaviour information. This information is used to track visitor use of the website and to compile statistical reports on website activity. It also allows certain website functions such as a 'shopping basket' to work.

You can get more information about Cookies at <https://ico.org.uk/for-the-public/online/cookies/>

You can turn off Cookies in your internet browser (e.g. Internet Explorer, Chrome, Safari, Opera or Firefox) so they are no longer collected and the above webpage contains links to tell you how to do this. Please note that turning off Cookies may prevent some of our website functions from working.

Our website uses the following cookies but will continue to function if cookies are disabled:

*Google Analytics*

These cookies are used to collect information about how visitors use our site. We use the information to compile reports and to help us improve the site. The cookies collect information in an anonymous form, including the number of visitors to the site, where visitors have come to the site from and the pages they visited. [Click here for an overview of privacy at Google](#)

### **3. How will we use the information collected about you?**

We will use the information you provide in order to provide the services you have requested to you. Certain information is required to provide those services and these are marked by a \*. Fields not marked by a \* are not mandatory and we will still be able to provide the services. The non-mandatory information will be used for anonymous statistical analysis about our clients or for other purposes which you have consented to.

If you do not think we need certain information (which we have marked as mandatory) to provide our services please get in touch using the details below and we will be happy to discuss this with you.

As well as for providing the services you have requested we may use the information collected for other purposes, such as marketing. However, we will only use the information for these purposes if you have consented to us doing so.

If you wish to withdraw consent or change your preference about how we use your information then please contact us using the details below.

### **4. Marketing**

We may contact you for marketing purposes if you have consented to this when you provided your information to us.

You can withdraw consent or change your preferences about marketing activities at any time by contacting us using the details below.

### **5. Access to your information and corrections/changes**

If you would like to know what information we hold about you please write to us using the contact details below. We may make a small charge for this service (no more than £10.00).

Please notify us if any of the information we hold about you has changed or is incorrect, we will be happy to update this for you.

### **6. Third parties**

We may need to provide certain third party organisations with your information in order to provide our services (for example a courier who will deliver documents to you). We will only provide them with the information they require and will only permit them to use the information for the required purpose only.

If any such third party has used your information for any other reason without your consent please notify us using the details below and we will investigate the matter.

## **7. Other websites**

Our website may contain links to other websites. This privacy notice only applies to this website. For information on how the other website provider will use any information you should check the privacy notice of that website.

## **8. Changes to our privacy notices**

We keep this privacy notice under regular review and will post details of any changes below. This privacy notice was last reviewed on 8<sup>th</sup> May 2015.

## **9. How to contact us**

You can contact us by email at [peter@ppgproofreading.co.uk](mailto:peter@ppgproofreading.co.uk)

Alternatively you can write to us at:

4 Consort Mews, Knowle, Fareham, Hants, PO17 5FY

## **10. Changes to this Privacy Notice**

We have made the following changes to this Privacy Notice

<b>Date</b>	<b>Change</b>