

Privacy Policy

I TAKE YOUR PRIVACY SERIOUSLY

Your privacy is important to us. Read our privacy policy to learn more about what information we hold and what we do with it.

Emily Bray (“I”, “my”, “me”) operate www.emily-bray.com the “Site”, and are committed to protecting the privacy and security of it’s users’ and visitors’ personal information. This Privacy Policy (“Policy”) informs you of my policies regarding the collection, use and disclosure of Personal Information I receive from users of the Site. My privacy procedures have been implemented to comply with the privacy legislation of the United Kingdom.

NOTICE AND COLLECTION

While using my Site, I may ask you to provide me with certain information that can be used to contact or identify you. “Personal Information” is any information that is identifiable with you, as an individual.

Personal information we collect may include:

- Name
- Mailing Address
- Telephone Number
- Email Address
- Credit card or billing information/credit history

Personal Information, however, does not include your name, business title or business address or business telephone number in your capacity as an employee of an organisation. I will only collect personal information by fair and lawful means. The provision of personal information is voluntary.

I collect personal information for the following purposes:

- To establish and maintain responsible commercial relations with customers and to provide on-going services
- To understand customer needs and preferences
- To develop and enhance market services
- To meet legal and regulatory requirements
- To respond to your enquiry when you contact us or request a return call
- To send you my newsletter when you sign up for it, or you sign up to stay informed

- To advise you about new products and services that may be of interest to you
- Email newsletters
- Other uses as may be permitted or required by applicable law

Unless required or permitted by law, we shall not use or disclose your personal information for a new purpose not identified here.

CHOICE AND CONSENT

Prior to obtaining your consent, I will describe the choices available to you and obtain implicit or explicit consent with respect to the collection, use, and disclosure of your personal information, except in certain situations otherwise permitted by the law. Where it is reasonable to do so, I may rely on your implied consent. Otherwise, I will rely on explicit consent received directly from you to collect or use your personal information, for example, the collection of your personal information if you subscribe to a newsletter on the Site.

You may withdraw or modify your consent at any time through contacting me, Emily Bray: emily-bray@gmail.com

USE AND RETENTION

I limit the use of personal information to the purposes identified in this Policy and for which the individual has provided implicit or explicit consent. I retain personal information for only as long as it is necessary to fulfil the stated purposes, except with the consent of the individual or as required by law.

Personal information provided to me by users is primarily stored on servers in the United Kingdom.

I will erase personal information that is no longer needed.

DISCLOSURE TO THIRD PARTIES

I do not transfer personal information to third parties or service providers.

ACCESS

I provide individuals with access to their personal information for review or update. If you wish to access your personal information to challenge accuracy or update it to ensure completeness, you may email me at emily@emily-bray.com. I will provide a response within 30 days of receiving an access request. If under certain circumstances I am unable to fully separate your personal information from that of another individual, we will not be able to provide you with access to your information.

QUALITY

I will strive to maintain an accurate and complete record of your personal information for the purposes identified in this Policy. If you believe your personal information may be inaccurate, you may contact me to access your personal information and take steps to verify, update, and correct it.

COOKIES

Cookies are files with small amount of data, which may include an anonymous unique identifier. Cookies are sent to your browser from a web site and stored on your computer's hard drive. Like many sites, I use "cookies" to collect information. You can instruct your browser to refuse or disable all cookies or to indicate when a cookie is being sent. However, if you do not accept cookies, you may not be able to use some portions of my Site. By using this website, you accept the use of cookies.

This website uses tracking software to monitor its visitors to better understand how they use it. This software is provided by Google Analytics which uses cookies to track visitor usage. The software will save a cookie to your computers hard drive in order to track and monitor your engagement and usage of the website, but will not store, save or collect personal information. You can read Google's privacy policy here for further information <http://www.google.com/privacy.html>.

Other cookies may be stored to your computers hard drive by external vendors when this website uses referral programs, sponsored links or adverts. Such cookies are used for conversion and referral tracking and typically expire after 30 days, though some may take longer. No personal information is stored, saved or collected.

SECURITY FOR PRIVACY

The security of your Personal Information is important to me, but remember that no method of transmission over the Internet, or method of electronic storage, is 100% secure. While I strive to use commercially acceptable means to protect your Personal Information, I cannot guarantee its absolute security. I protect personal information against unauthorised access in accordance with established policies and procedures. Information is protected by security safeguards appropriate to the sensitivity of the information.

EXTERNAL LINKS

Although this website only looks to include quality, safe and relevant external links, users are advised to adopt policy of caution before clicking any external web links mentioned throughout this website. (External links are clickable text/banner/image links to other websites).

The owner of this website, Emily Bray, cannot guarantee or verify the contents of any externally linked website despite their best efforts. Users should therefore note they click on external links at their own risk and this website and its owner cannot be held liable for any damages or implications caused by visiting any external links mentioned.

ADVERTS AND SPONSORED LINKS

This website may contain sponsored links and adverts. These will typically be served through our advertising partners, to whom may have detailed privacy policies relating directly to the adverts they serve.

Clicking on any such adverts will send you to the advertisers website through a referral program which may use cookies and will track the number of referrals sent from this website. This may include the use of cookies which may in turn be saved on your computers hard drive. Users should therefore note they click on sponsored external links at their own risk and this website and its owners cannot be held liable for any damages or implications caused by visiting any external links mentioned.

SOCIAL MEDIA PLATFORMS

Communication, engagement and actions taken through external social media platforms that this website and its owner participate on are custom to the terms and conditions as well as the privacy policies held with each social media platform respectively.

Users are advised to use social media platforms wisely and communicate/engage upon them with due care and caution in regard to their own privacy and personal details. This website nor its owner will ever ask for personal or sensitive information through social media platforms and encourage users wishing to discuss sensitive details to contact them through primary communication channels such as by telephone or email.

This website may use social sharing buttons which help share web content directly from web pages to the social media platform in question. Users are advised before using such social sharing buttons that they do so at their own discretion and note that the social media platform may track and save your request to share a web page respectively through your social media platform account.

SHORTENED LINKS IN SOCIAL MEDIA

This website and its owner through their social media platform accounts may share web links to relevant web pages. By default some social media platforms shorten lengthy urls [web addresses] (this is an

example: <http://bit.ly/zyVUBo>).

Users are advised to take caution and good judgement before clicking any shortened urls published on social media platforms by this website and its owners. Despite the best efforts to ensure only genuine urls are published many social media platforms are prone to spam and hacking and therefore this website and its owner cannot be held liable for any damages or implications caused by visiting any shortened links.

MONITORING AND ENFORCEMENT

I monitor compliance with my privacy policies and procedures. Users may file privacy complaints and disputes by contacting Emily Bray-Privacy Officer at emily@emily-bray.com who is accountable for privacy compliance. Every privacy-related complaint will be acknowledged, documented, and investigated, with the results being provided to the complainant. If the complaint is found to be justified, appropriate measures will be taken as a result.

CHANGES TO THIS PRIVACY POLICY

This Privacy Policy is effective as of 3rd August, 2018 and will remain in effect except with respect to any changes in its provisions in the future, which will be in effect immediately after being posted on this page.

I reserve the right to update or change our Privacy Policy at any time and you should check this Privacy Policy periodically. Your continued use of the website after we post any modifications to the Privacy Policy on this page will constitute your acknowledgment of the modifications and your consent to abide and be bound by the modified Privacy Policy.

If I make any material changes to this Privacy Policy, I will notify you either through the email address you have provided us, or by placing a prominent notice on my website.

CONTACT ME

If you have any further policy about this Privacy Policy, please contact me at: emily@emily-bray.com

Last updated 3rd August, 2018