

# Privacy Policy

This privacy policy sets out how kirstygallager.com uses and protects any information that you may give kirstygallager.com when you use this website.

kirstygallager.com are committed to ensuring that your privacy is protected. Should we ask you to provide any information by which you could be identified when using this website, we can confirm that it will only be used in accordance with the following Privacy Policy statement.

kirstygallager.com may change this policy from time to time by updating this page. You should check this page periodically to ensure that you are happy with any changes. This policy is effective from 2nd May 2019.

## What we collect

We may collect the following information:

- Your name
- Contact information such as your email address and phone number
- Any queries/messages submitted to our website by you

## What we do with the information we gather

We require this information to understand your needs and provide you with a better service, and in particular for the following reasons:

- To provide services to you
- Internal record keeping
- We may use the information to improve our products and services
- We may periodically send promotional email about our services, special offers or other information which we think you may find interesting using the email address which you have provided, if you have given us permission to do so
- We may use the information to customise our website according to your interests

## Security

We are committed to ensuring that your information is secure. In order to prevent unauthorised access or disclosure we have put in place suitable physical, electronic and managerial procedures to safeguard and secure the information we collect online. We use the Secure Sockets Layer (SSL) protocol, which encrypts any personal information you enter into any of our forms.

## How we use cookies

A cookie is a small file which asks permission to be placed on your computer's hard drive. Once you agree, the file is added and the cookie helps analyse web traffic or lets you know when you visit a particular site. Cookies allow web applications to respond to you as an

individual. The web application can tailor its operations to your needs, likes and dislikes by gathering and remembering information about your preferences.

We use traffic log cookies to identify which pages are being used. This helps us analyse data about web page traffic and improve our website in order to tailor it to customer needs. We only use this information for statistical analysis purposes and then the data is removed from the system or stored securely.

Overall, cookies help us provide you with a better website, by enabling us to monitor which pages you find useful and which you do not. A cookie in no way gives us access to your computer or any information about you, other than the data you choose to share with us.

You can choose to accept or decline cookies. Most web browsers automatically accept cookies, but you can usually modify your browser setting to decline cookies if you prefer. This may prevent you from taking full advantage of the website.

### **E-newsletters**

We use a third-party provider, MailChimp, to deliver our e-newsletters. We gather statistics around email opening and clicks using industry standard technologies to help us monitor and improve our e-newsletter.

### **Controlling your personal information**

You may choose to restrict the collection or use of your personal information in the following ways:

- Whenever you are asked to fill in a form on the website, look for the box that you can click / not click to indicate that you do / do not want the information to be used by anybody for direct marketing purposes.
- If you have previously agreed to us using your personal information for direct marketing purposes, you may change your mind at any time by clicking on the unsubscribe link included in the email or by emailing us at [kirsty@kirstygallager.com](mailto:kirsty@kirstygallager.com)
- We will not sell, distribute or lease your personal information to third parties unless we have your permission or are required by law to do so
- You may request details of personal information which we hold about you under the General Data Protection Regulation 2018. This will be provided to you, usually free of charge, via email. If you would like a copy of the information held on you please write to [KirstyGallager.com](mailto:KirstyGallager.com) at the company's registered address, **Kirsty Gallagher, Maida Vale, London, W9 2DN, United Kingdom**
- If you believe that any information we are holding on you is incorrect or incomplete, please write to or email us as soon as possible, at the above address. We will promptly correct any information found to be incorrect.