



Smiling Panda Web Design Privacy Policy

Data Protection Privacy Notice for Clients

In order to conduct the business of creating and managing websites, we will ask for information about you and your business (of which the website pertains to). This privacy notice describes the type of personal information we hold, why we hold it and what we do with it.

About Smiling Panda Web Design

Smiling Panda Web Design is managed and run by Nicola Bhalerao. It is a Warwickshire, UK based business set up to create and maintain websites, and to provide other related web design services.

What Information do we hold?

Contact Details

We hold contact information about you and your business - name, phone number, email, basic business details.

Website Details

We hold information such as website url, hosting / domain account details (username and password).

Where do we collect it?

Contact details are provided by yourselves or sometimes by third-party referral (aka "friend of a friend recommended you").

Website details and other sensitive login information is as provided by yourself, upon request.

How and why do we use it?

Contact details enable us to make contact with you in relation to doing business with you, as per request by yourself. From time to time we might contact you to find out if you require further web-design services.

Website details are used solely for the purposes of creating / maintaining your website, as requested by yourself. Login details are required for setting up and maintaining a website. It is never used in a malicious manner or without prior consent.

Sharing and keeping your information safe

Your information is never shared. All data is stored securely in password protected files.

Access to your information and other rights

You have a right to access the information that we hold about you and to receive a copy. We do not charge you for copies of your information. Requests for information will be dealt with in a timely manner, but due to the small size of the company it might not be possible to provide it as quickly as requested.

You can also request us to

- Correct any information that you believe is inaccurate or incomplete.
- Erase the information we hold.
- Stop using your information.
- Stop using information if you believe the information is inaccurate or you believe we are using your information illegally.
- If we are relying on your consent to use your personal information for a particular purpose, you may withdraw your consent at any time and we will stop using your information for that purpose.

All requests should be made by email to smile@smilingpandaweb.com

If you do not agree

If you do not wish us to use your personal information as described, you should discuss the matter with us. If you object to the way that we collect and use your information, we may not be able to continue to provide website design services for you.

Date: May 23rd 2018

Review date: May 2021