## WHO WE ARE

At Another Shed Production , we are committed to maintaining the trust and confidence of our visitors to our website and subscribers to our newsletter. We will not be using the data you give us in any way apart from how we specifically state we will be doing so. Please read on to find out why we collect your data, how we use it and how we will not disclose it to others.

#### VISITORS TO OUR WEBSITE

When you, or anyone else, visits our website <a href="https://www.anothershedproduction.com">www.anothershedproduction.com</a>, we use a third party service, Google Analytics, to collect standard internet log information and details of visitor behaviour patterns. This is for our own marketing purposes to find out which pages are most popular on our website, and to research customer patterns within the website. We do not access any of your personal data using Google and we do not allow Google or anyone else to make an attempt to find out the identities of those visiting our site.

If we do want to collect any personal data that identifies you through our website, we will be upfront and honest about this, and will give you the right to opt out at any time of giving us your data, or any personal details whatsoever.

### MAILING LISTS

We would like to send you up to date news, offers and information occasions. To do this, we will need some personal information from you - your email address and your name. We use this data to email you about events we may be attending and other events and activities that we feel are of interest to you. We may also contact you to check we have your information correct, or to check you are happy still receiving content from us. We will never give, sell, trade or rent any of your data to or with other organisations or businesses.

We use a third party provider, WIX, to deliver our newsletter. We gather statistics around email opening and clicks using industry standard technologies to help us monitor and improve our e-newsletter. For information around how WIX use your data please see their privacy notice.

We will not use the data you give us to subscribe mailing list in any other way. It will not be saved on any other system aside from the WIX list you signed up for, and we will not transfer it to any other lists unless you allow us to do so.

We may occasionally email you to ask you if you are happy remaining on our mailing list - we will always refer to our privacy notice to remind you of your rights, and if you do not want to continue receiving information from you we will remove you from that mailing list.

You have the option to unsubscribe at any time to our e-newsletter, either by clicking the unsubscribe link at the bottom of any of our emails, by emailing anothershedproduction@gmail.com or by going into your WIX account and unsubscribing.

Once you have chosen to unsubscribe from our emails, we will delete all data we have on you and it will be removed from our system permanently.

## CUSTOMERS

If you have purchased products from Another Shed Production, we will hold your data for a maximum of 3 years.

#### LINKS TO OTHER WEBSITES

We have links within our website to other sites we feel you may have an interest in, or sites we recommend for services. This privacy notice does not cover those links and those sites are not governed by this Privacy Notice. If you have questions about how those sites use your data, please check their privacy notice.

#### ACCESS TO YOUR PERSONAL INFORMATION

You are entitled to access the personal information we hold on you. Email your request to <u>anothershedproduction@gmail.com</u> and we will respond to your request within 14 days.

# HOLDING YOUR DATA

We will hold your data for a maximum of 3 years unless you tell us a) that you would like us to remove it from our system or b) you would like your data to be retained for longer. We will always inform you either way and you will always have a choice as to whether we retain your data or delete it. We will not do anything with your data that you do not consent to.

## UPDATES TO PRIVACY NOTICE

We may update this privacy notice from time to time under regular review, and are not under obligation to email you every time we update it. It will always be accessible in the footer of our website www.anothershedproduction.com updated on 23rd April 2018.

## **QUESTIONS**

If you have any questions regarding this privacy notice please email anothershed production @gmail.com