

# PRIVACY POLICY

At Attic Design & Print we follow all GDPR regulations when personal information is collected from you, such as your name, e-mail address, address and phone number. We generally let you know at the time of collection how we will use the personal information. Usually, we use the personal information you provide only to respond to your inquiry or to process your order. We may share the personal information you provide with other companies we have hired to provide services for us. These companies - our vendors - are contractually bound to use personal information we share with them only to perform the services we have hired them to provide. We do not share, sell, or lease personal information about you to any third-parties for their marketing use. We will release information about you if you direct us to do so, if we are required by law to do so, or in other legally limited circumstances (for example, to protect your account from fraud). All information you supply us with is used only for the purposes you request us to do with it. We do store all of this information securely and it is backed up on secure cloud storage services also. All the work carried out by Attic Design & Print is saved for your convenience should you need reprints of your work or should we need this information again for future work. Should you wish us to delete all of your work or information please let us know upon job completion.

# COOKIES

Attic Design & Print uses cookies on the <https://www.attic-design.co.uk> website. By using the Service, you consent to the use of cookies. Our Cookies Policy explains what cookies are, how we use cookies, how third parties we may partner with may use cookies on the Service, your choices regarding cookies and further information about cookies.

What are Cookies?

A cookie is a small text file that a website saves on your computer or mobile device when you visit the site. It enables the website to remember your actions and preferences (such as login, language, font size and other display preferences) over a period of time, so you don't have to keep re-entering them whenever you come back to the site or browse from one page to another.

How Attic Design & Print uses Cookies

We collect information from visitors relating to:

1. Feedback Submitted
2. Site Usage Tracking
3. Live Chat

## 1. Feedback Submitted

If you provide feedback about the website through a contact form or email address we will only use this information for the purposes intended. You will not receive any subsequent unsolicited communication.

## 2. Site Usage Tracking

To make this site simpler, small data files are placed on your computer.

These are known as cookies. Most big websites do this too.

1. Remembering settings, so you don't have to keep re-entering them whenever you visit a new page
2. Remembering information you've given (eg your postcode) so you don't need to keep entering it
3. Measuring how you use the website so we can make sure it meets your needs

Our cookies aren't used to identify you personally. They're just here to make the site work better for you. Indeed, you can manage and/or delete these small files as you wish.

We use Google Analytics to collect information about how people use this site. We do this to make sure it's meeting its users' needs and to understand how we could do it better. Google Analytics stores information about what pages you visit, how long you are on the site, how you got here and what you click on. We do not collect or store your personal information (e.g. your name or address) so this information cannot be used to identify who you are.

### 3. Live Chat

Attic Design & Print uses Crisp live chat in order to provide live customer support. These are third-party cookies which are not set by Attic Design & Print but may collect Personal information, such as your name and contact information, Surveys, transcripts and recordings of your communications with us and Web browser and usage information, including IP address, browser types, page view tallies, time spent on each page, page browsing information, operating system and type of device used. These will not be shared by Crisp and only Attic Design & Print will be able to view this information.

What are your choices regarding cookies

If you'd like to delete cookies or instruct your web browser to delete or refuse cookies, please visit the help pages of your web browser.

Please note, however, that if you delete cookies or refuse to accept them, you might not be able to use all of the features we offer, you may not be able to store your preferences, and some of our pages might not display properly.

Learn More about Cookies

To learn more about cookies and how to manage them, visit [aboutcookies.org](http://aboutcookies.org).