

May 2018

Purpose

JONO Design is committed to maintaining the trust and confidence of clients, potential clients, subscribers to email communications and website visitors. The purpose of this Privacy Notice is to explain what personal information JONO Design collects and how it may be used.

Collecting your data

JONO Design collects, stores and uses personal information to deliver services to you. Personal information is collected when you:

- > request information or quotes for potential work
- > contract graphic design services
- > sign up to receive email communications
- > view the JONO Design website or make contact via email.

The information is likely to include your name, email address, organisation (if appropriate), job title, and in some cases address and telephone number.

Standard internet log information and details of visitor behaviour patterns may also be collected when visiting www.jonodesign.co.uk. This data is collected to find out things such as the number of visitors to the various parts of the site. This information is only processed in a way that does not identify anyone.

Using your data

JONO Design uses information about you in order to process your requests such as sending you email communications, responding to an enquiry or managing your customer account.

JONO Design processes personal information for legitimate interests and business purposes, including providing communications via email.

Personal information is collected as part of the registration process for the JONO Design e-news. JONO Design will not sell or share email lists with other organisations or businesses. A third-party provider, MailChimp, is used to deliver email communications, and gather statistics around email opening and clicks using industry standard technologies to help monitor and improve communications. For more information, please see [MailChimp's privacy notice](#).

If you don't want to continue to receive emails and updates from JONO Design you can click the 'unsubscribe' option in the email. If you choose to unsubscribe, JONO design will delete your address from the mailing list. You can also email enquiries@jonodesign.co.uk if you decide you no longer want to be on the mailing list or receive notifications.

Storing your data

Data is stored and processed by a range of software packages and data services in accordance with this Privacy Notice. JONO design will keep your data safe and secure and will take reasonable steps to protect the personal data collected against loss, misuse, unauthorised use, access, inadvertent disclosure, alteration and destruction.

Sharing your data

JONO Design will not sell or share your personal information with other third parties without your permission.

In the course of operating some services, your data may be stored temporarily with third party contractors, such as e-mail distribution services. For example, MailChimp will have access to your email address so that e-news and communication updates can be sent. Where your information is shared in this way, these contractors will not have the right to hold your details or to use them for any other purpose.

Your rights

The General Data Protection Regulation provides you with legal rights over the way your personal data is handled. You are entitled to view, amend, or delete the personal information that JONO Design holds on you. You can also withdraw your consent to use your data at any time.

Please contact JONO Design at enquiries@jonodesign.co.uk if you want to exercise any of your rights.

You can find more information on the Information Commissioner's website. <https://ico.org.uk/>. You also have the right to make a complaint to the Information Commissioner's Office.

Contact

If you have any further questions about the way in which your personal data is used, or about how to exercise your rights, please contact JONO Design:

Email: enquiries@jonodesign.co.uk

Tel: 01324 610274