

# Privacy Policy - Jan 2016

**Your use of this website indicates your acceptance of the terms of our privacy policy set out below. If you do not agree to these terms you must not use this website.**

We are committed to protecting the privacy of the information we may obtain as a result of your use of the website. We will treat any personal information (which means data from which you can be identified, including your name, address, e-mail address) that you provide to us, or that we obtain from you, in accordance with the provisions of the Data Protection Act 1998.

This privacy policy describes how we will use your personal information. Other websites linked to this website are not covered by this privacy policy. We may change the policy from time to time (although any changes will be in accordance with the relevant data protection legislation at the time) so you should ensure that you are aware of the terms of the latest policy.

## 1. Who we are

We are Clockwork Audio Visual Ltd, a company registered in England with company registration number 3612195. Our registered office is 6 Dovecote Farm, Morpeth, NE61 6DN

If you have any queries about the information we hold on you, please contact our Data Protection Officer, who you may write to or contact by email at [info@clockworkav.com](mailto:info@clockworkav.com) or by telephone on 01670 789 898

## 2. How we collect information about you

We are able to collect information about you through the following methods:

We may collect information about you from your completion of our on-line forms or from an email you send to us. We do not use 'cookies' although our web hosting company, WIX, may do so & we do not have any control over or access to these cookies

Most browsers are automatically set to accept cookies but you should be able to configure your browser to restrict cookies or block all cookies if you wish. This may, however, affect your ability to log into and use certain areas of our site. Browser-specific instructions on how to restrict or block cookies may be found on the IAB's website at [www.allaboutcookies.org](http://www.allaboutcookies.org).

## 3. How we use your information

To provide you with any further details or information you request when you contact us;

To fulfil any order you make and to communicate with you in relation to our products and services;

For any other purposes to which you have given your consent;

## 4. Security and storage of your information

Your information will be stored on our web server & other servers, mailing list, business system, etc. and we will keep our own backup copy. We may also store your information on paper or electronic format at our offices.

We will keep your information secure by taking appropriate technical and organisational measures against its unauthorised or unlawful processing and against its accidental loss, destruction or damage. However you will be responsible for any password or other identifiers that we have provided to you for your use in respect of the web site.

## 5. With whom we may share your data?

We will not share your information with any other organisation except in the following circumstances:

- i. We will share your information with another organisation to which we transfer, or are in discussions to transfer, our rights and obligations under our agreement with you.
- ii. We may share information with another organisation that buys our company or our assets, or with another organisation from which we acquire a company or business, and in the course of any preceding negotiations with that organisation, which may or may not lead to a sale.
- iii. Any credit or debit card details are securely passed to our payment provider and your card issuer.
- iv. We will disclose your information to enforcement authorities if asked to do so, or to a third party in the context of actual or threatened legal proceedings.
- v. We will give third party providers who supply services to us (for example, as part of hardware or software maintenance) or who process information on our behalf (such as a hosting company) incidental access to your information. In addition to this incidental access we also use third party services for specific purposes, these are described below in the section on third party cookie usage.

## 6. Your rights

You have the right to rectify any errors in information we hold about you and to change or correct any details you have already given us. Please inform us about changes to your details so that we can keep our records up to date.

You have the right to be removed from any mailing list we hold at any time by contacting us at [info@clockworkav.com](mailto:info@clockworkav.com).

You have a right to see a copy of the information we hold about you on payment of a statutory fee, which is currently £10. Before we agree to this, you must provide us with sufficient evidence of your identity and sufficient details of the information you wish to see to enable us to locate it.

*If you have any queries about the information we hold on you, or to make any amendments, please contact our Data Protection Officer, who you may write to or contact by email at [info@clockworkav.com](mailto:info@clockworkav.com) or by telephone on +44 1670 789 898 internationally or 01670 789 898 within the UK*

*Further information about data protection issues including the online Register of Data Controllers can be found at [www.informationcommissioner.gov.uk](http://www.informationcommissioner.gov.uk)*