



## **Privacy Policy – EVIE CREATIVE**

EVIE Creative is committed to protecting your privacy and ensuring that your personal information is handled in a safe and responsible way. This policy outlines how we aim to achieve this and includes the information collected when:

- you enquire about our services
- you use our website ([www.eviecreative.co.uk](http://www.eviecreative.co.uk))
- you are interested in working with us

### **Definition of Personal Data**

Personal Data means any data that relates to an identifiable person who can be directly/indirectly identified from that data. By providing your personal data, you agree that we can use your personal data in accordance with this policy. Please ensure you understand this policy in its entirety and take your time to read it.

### **Who are we?**

Company name: EVIE Creative

Our registered address is: 28 Springfield Lane, Irlam, Manchester, M44 6NB

Contact telephone number: 07432 088 700

### **What type of information is collected from you?**

You may be asked to submit personal information when you make an enquiry about our services.

EVIE Creative collects information such as:

- Contact name / company name / trading name
- e-mail address
- telephone number
- job title
- Delivery/billing address

### **When you access our website:**

There is information about your computer hardware and software that is automatically collected by EVIE Creative. This information can include:

- device type (e.g. mobile, computer, laptop, tablet) cookies
- operating system
- IP address
- browser type
- browser information (e.g., type, language, and history)
- access times
- referring website addresses
- other data about your device to provide the services as otherwise described in this policy.



### **Location information:**

If you use our website, we may receive your generic location (such as city or neighbourhood).

### **Use of 'cookies'**

A cookie is a text file that is placed on your hard disk by a web page server which allows the website to recognise you when you visit. Cookies only collect data about browsing actions and patterns, and do not identify you as an individual.

We use cookies for the following purposes:

- Performance and analytics: cookies help us analyse how the services are being accessed and used, and enable us to track the performance of the services. For example, we use cookies to determine if you viewed a page or opened an email. We also use cookies to provide insights regarding your End Users and your sites' performance, such as page views, conversion rates, device information, visitor IP addresses, and referral sites.
- Third Parties: We may use third-party cookies, such as Google Analytics, to assist with analysing performance. Any third-party cookie usage is governed by the privacy policy of the third party placing the cookie.
- Opting Out: You can set your browser to not accept cookies, but this may limit your ability to use the services.
- Our website may contain links to other websites. Please note that we have no control over how your data is collected, stored, or used by other websites and we advise you to check the privacy policies of any such websites before providing any data to them.

### **Careers:**

You may submit your CV to [getintouch@eviecreative.co.uk](mailto:getintouch@eviecreative.co.uk). This information may include:

- personal details
- employment details
- previous employment
- education
- salary history
- referee details
- other relevant details

We will use this information to assess your application. We may also keep it in our records for future reference. Please get in contact if you don't want us to retain your details by emailing [getintouch@eviecreative.co.uk](mailto:getintouch@eviecreative.co.uk).



### **How is your information used?**

Our use of your personal data will always have a lawful basis, either for maintaining our trading relationship and/or general communication purposes.

We do not share your personal information with any third parties, other than relative freelancers and other organisations for the purpose of fulfilling contractual requirements

### **Who has access to your information?**

We will not sell, distribute, or lease your personal information to third parties. Any personal information we request from you will be safeguarded under current legislation. You may choose to restrict the collection or use of your personal information at any point. Please refer to the Your Choices section of this Privacy Policy for details.

### **How and where do we store data?**

We only keep your personal data for as long as we need to, in order to use it as described in this privacy policy, and/or for as long as we have your permission to keep it. Your data is stored on a secure database system.

### **Your choices**

You have a right to request a copy of the personal information that EVIE Creative holds about you and have any inaccuracies corrected. Any such requests should be made to this email address: [getintouch@eviecreative.co.uk](mailto:getintouch@eviecreative.co.uk)

You have the right to withdraw your consent to us using your personal data at any time, and to request that we delete it.

### **Changes to this statement**

EVIE Creative will occasionally update this Privacy Policy to reflect company and customer feedback. EVIE Creative encourages you to periodically review this statement to be informed of how EVIE Creative is protecting your information. This policy was last updated in January 2020.

### **Contact Information**

EVIE Creative welcomes your comments regarding this Privacy Policy. If you believe that EVIE Creative has not adhered to this Privacy Policy, please contact [getintouh@eviecreative.co.uk](mailto:getintouh@eviecreative.co.uk). We will aim to use commercially reasonable efforts to promptly determine and remedy the problem.