

MHCreations

Professional Web Design, Programming and Data Security

Version 1.1
May 2018

Digital Privacy Policy

This document serves as a Digital Privacy Policy as set out by the UK/EU General Data Protection Regulations of May 2018.

This document is an outline of the data collected from Clients and business Contacts as used by **MHCreations** in the completion of our business.

MHCreations does not collect any data from any Clients or Contacts without the expressed permission and willingness to share said data by the Client or Contact (*for example if we need to contact you by phone we will email you asking you provide a phone number, rather than buying or "discovering" your phone number by any other means*). As per our Terms and Conditions, active clients are required to maintain valid and current contact details with **MHCreations**.

As also outline in our Terms and Conditions of business, **MHCreations** *has never and will never* give or sell Client or Contact data to any third-parties for any reason, unless expressly requested and agreed in writing by the Client or Contact beforehand. **MHCreations** uses third-party tools (including Google Analytics, amongst others) to collect anonymous data for- and in the process of providing services to- the Client.

All identifiable Client and Contact data held by **MHCreations** is kept on our own servers and is held in a highly secured encrypted database and emailing system.

All uses of Client or Contact data entirely revolve around the necessary processes of running our business and Client or Contact data is never harvested or otherwise collected for any other use or intention.

MHCreations is fully registered with the UK Information Commissioners Office as a Data Controller.

Clients and Contacts can request to see, edit or delete all data **MHCreations** holds on the same Client or Contact by writing to website@mhcreations.co.uk outlining this request. We will need to verify the Client or Contact are the same as the record requested before we can give out any information.

If a Client or Contact wishes to have their data removed from our system, this is possible if the removal:

- i) Doesn't impinge on **MHCreations'** ability to carry out our day to day business in offering our services to the Client, the Contact, or our core websites.
- ii) Doesn't impinge on **MHCreations'** necessary business record keeping and archiving as legally required.