

JO HAYES WARD

Introduction

At Jo Hayes Ward Ltd we design and produce intricate, contemporary jewellery. As part of this process, we may collect personal or detailed information from you. This document outlines the types of data we may collect, its purpose and how we keep it safe.

The Type of Data We Collect & How We Use it

We collect some data from you directly when you contact us via our website, social media, email or telephone. This data can include:

- Full Name
- Job Title (if relevant)
- Company Name (if relevant)
- Telephone Number
- Email address
- Postal address
- Information about you relating to potential commissions

In the first instance, we use the data collected for the purpose of assisting with your enquiry or fulfilling any orders you might place. But, with your consent, we will also (from time to time) use it to inform you of company news, that we think you might find interesting (more on this below). Rest assured that we do not rent or trade email lists with other organisations or businesses.

Our Social Media Channels

We collect information publicly available on social networking sites such as Twitter, Facebook and Instagram such as likes, shares, clicks and posts relating to our company. This data is usually anonymised directly at source.

Our Newsletters

We provide you the opportunity to sign up to our mailing list. As part of this process, we collect personal information from you. We only send out a handful of newsletters per year and the purpose of them is to inform you about our upcoming events and new work you might be interested in.

We use a provider called MailChimp to deliver our newsletters. We gather statistics about email opening, clicks and delivery of our emails using industry standard techniques to help us keep our newsletters interesting for their readers. You can see

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Mailchimp's own Privacy Policy for more information here:

<https://mailchimp.com/legal/privacy/>

You can unsubscribe or change your contact preferences at any point either by using the links provided within each newsletter, or by emailing info@johayesward.com.

Our Website

We also collect data about your use of our website using cookies and Google Analytics. We collect standard internet log information such as the pages visited, the amount of time spent on our website and how you found it. This data is anonymised at source and we do not make any attempt to find out the identities of those visiting our website.

What Are Cookies?

For further information about cookies and how to disable them please go to the Information Commissioner's webpage on cookies: <https://ico.org.uk/for-the-public/online/cookies/>.

Cookies are small files placed on an internet user's computer, smart phone or tablet. They are generated by a web server and can be thought of as an internet user's identification card and help us provide a tailored experience to our website.

How To Turn Off Cookies

If you do not wish to accept cookies, you can set your browser settings to not accept them. See the link above for more information.

Access To Your Data

You are entitled to view, amend, or delete the personal information that we hold. Email your request to info@johayesward.com.

Changes To This Privacy Policy

We may change our Privacy Policy from time to time, please check back occasionally to ensure you are aware of the most recent version.

Policy updated: 25th May 2018