

## **Our Cookies & Privacy Policy**

## **Privacy & Security**

We take your privacy very seriously. Any personal information that you submit on this website will be transmitted and stored securely and will not be released to any other 3rd party organisations for advertising purposes.

It is our policy fully to comply with the requirements of the General Data Protection Regulations (2018), the Private and Electronic Communications Regulations (2003) and any other UK and EU consumer legislation that applies.

## What personal information we collect from you

On visiting and/or purchasing from our website may collect the following information about you:

- your full name
- · your contact information including email address
- demographic information such as your postcode, preferences and interests

## How we use your personal information

The personal information you give when you opt in to receive our newsletter or purchase products from our website will be retained by Small Spark Productions on a database and will be used to process and dispatch your order, update our records and to contact you with information about relevant products, services or opportunities that we believe might be of interest to you.

In order to process your order we may need to disclose your personal information to credit card companies, data processors and service providers for processing and other similar purposes.

This website also uses Google Analytics, a web analytics service provided by Google in order to monitor general website usage. Google Analytics also uses "cookies", in accordance with the terms of their privacy statement. Google Analytics collects anonymous data, not personal data and is fully GDPR compliant.

# Who holds your information

Small Spark Productions is the Data Controller for your information. If you have any questions about this, please contact us at <a href="mailto:info@smallsparkproductions.com">info@smallsparkproductions.com</a>.

Please be assured that we are committed to keeping your personal information safe and many procedures are in place to safeguard this information and prevent any unauthorised access or disclosure.

#### **How We Use Cookies**

This website uses "cookies" for authenticating, tracking, and maintaining site preferences for site visitors. A cookie is a small file which asks permission to be placed on your computer's hard drive. Once you give your permission, the file is added to your hard drive and the cookie helps analyse web traffic or lets you know when you visit a particular site. It then gathers and remembers information about your preferences. Information collected in this way is used for analysing the effectiveness of website design and advertising, and in verifying the identity, likes and dislikes of registered users. They do not contain any personal information and can be disabled in your web browser software. You can choose to accept or decline cookies. Most web browsers automatically accept cookies, but you can usually modify your browser setting to decline cookies if you prefer.

#### Control how your information is used

You can choose to restrict the collection and/or use of your personal information in the following ways:

- If you are asked to fill in a form on a website, look for a box that you can click to indicate that you do not want the information to be used by anybody for direct marketing purposes.
- If you have previously agreed to our using your personal information for direct marketing purposes, you may change your mind at any time by emailing us at info@smallsparkproductions.com.

We will not sell, distribute or lease your personal information to and third parties/organisations unless we have your permission or are required to do so by law.

You may request details of the personal information that we hold about you under the GDPR 2018 regulations. If you would like a copy of the information held on you please write to <a href="info@smallsparkproductions.com">info@smallsparkproductions.com</a>.

If you believe that any information we have collected from you is incorrect, please email us as soon as possible and we will amend your details immediately.