

# PRIVACY POLICY

Europe's General Data Protection Regulation (aka GDPR) is a new and far-reaching privacy regulation that takes effect from 25th May 2018.

This privacy policy sets out how Caroline Evans adheres to this policy.

This privacy policy may be updated on occasion. You should check this page from time to time to ensure that you are happy with any changes. This policy is effective from 20th May 2018.

Caroline Evans is committed to ensuring that your privacy is protected by collecting strictly minimal and lawful data at all times.

## Data collected when you use this website

### Cookies

When you visit this website for the first time, a small text file called a cookie asks permission to be placed on your computer's hard drive. Cookies are small pieces of data stored on your device when websites are loaded in a browser. They are widely used to 'remember' you and your preferences. They ensure a consistent and efficient experience for visitors.

The **blog** section of this website runs on the WordPress.com platform and you can read all about the cookies they capture in their cookie policy at [\\_https://automattic.com/cookies/](https://automattic.com/cookies/)

If you agree, the file is added. 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. This may prevent you from taking full advantage of the Website.

## **Online Contact form**

If you complete the online contact form, you are asked for your name and email address only. These are used only for lawful processing i.e. enabling a response to your query. We do not at any time pass your details on to any third-party unless we have your explicit permission or the law requires us to do so.

## **Links to other Websites**

This Website may contain links to other websites. However, once you have used these links to leave this site, you should note that we do not have any control over that other website. Therefore, we cannot be responsible for the protection and privacy of any information which you provide whilst visiting such sites and such sites are not governed by this privacy statement. You should regard the privacy statement applicable to the website in question.

## **Subscribed to our Newsletter**

If you subscribe to our newsletter you are explicitly giving consent to receive our newsletter only. You can unsubscribe at any time.

## **What information we collect**

We aim to collect the minimal amount of data necessary to provide you with our services and may ask for:

- Name
- Email address
- Telephone number

## **What we do with the information we gather**

Provide for you the service requested.

## **Security and data breaches**

We are committed to ensuring that your information is secure. In order to prevent unauthorised access or disclosure, We have put in

place suitable physical, electronic and managerial procedures to safeguard and secure the information we collect online.

As stated above, this website runs on the WordPress.com platform and their [GDPR policy can be found here](#).

If we become aware of any data breaches, we will inform you within 72 hours.

## **Controlling your personal information**

You may request details of personal information which we hold about you. Please use the Contact Form to request information.

If you believe that any information we hold on you is incorrect or incomplete, please write to or email me at the above address as soon as possible. I will promptly correct any information found to be incorrect.

The GDPR 2018 gives you the right to be forgotten or removed from our records at anytime. Please use the Contact Form to request removal and we will erase any details we hold on you.