

GDPR Privacy Statement for Click Duo Creative

At Click Duo Creative, your privacy is our priority. We are dedicated to protecting the personal data you share with us. This Privacy Statement outlines how we collect, use, and safeguard your information when you visit our website or engage with our design services.

1. Data Collection

1.1 We collect personal data that you voluntarily provide, including but not limited to:

- Your name
- Email address
- Phone number
- Any additional information shared via our website or email

1.2 This data is collected solely for communication related to our services and project management.

2. Data Usage

2.2 The personal data we collect is used to:

- Respond to your inquiries and requests
- Provide and manage our design services
- Send updates or essential information about the services you've requested
- Enhance our services and improve user experience

3. Data Protection

3.1 We prioritize the security of your personal data. All information is securely stored on our standalone server, protected by Bitdefender Total Security. We also use industry-standard encryption protocols to safeguard data during transmission.

4. Data Retention

We retain your personal data only for as long as necessary to fulfill the purposes outlined in this statement or as required by law. Once it is no longer needed, we securely delete or anonymize your information.

5. Data Sharing

Your personal data will not be shared with third parties without your explicit consent, except where required by law or to fulfill the services you've requested. For instance, we may share your data with trusted subcontractors or partners for specific project tasks, but only to the extent necessary to complete those services.

6. Your Rights

6.1 You have the right to:

- Access the personal data we hold about you
- Correct any inaccurate or incomplete data
- Request the deletion of your personal data (subject to applicable legal conditions)
- Object to or restrict the processing of your personal data

6.2 To exercise these rights or raise any concerns about how your data is handled, please contact us at clickduocreative@gmail.com.

7. Changes to this Statement

7.1 We may update this Privacy Statement periodically. Any updates will be posted on our website and will take effect immediately upon posting.

8. Contact Us

If you have any questions regarding this GDPR Privacy Statement or your personal data, please contact us at:

- **Email:** clickduocreative@gmail.com
- **Phone:** 07462 929377

Version control

| Date | Responsible | Summary | Version number |
|---------------|--------------------|--|----------------|
| December 2024 | Click Duo Creative | This GDPR Privacy Statement defines our commitment to protecting the personal data of our clients and visitors. Its purpose is to provide transparency about how Click Duo Creative collects, processes, and safeguards personal information in compliance with the General Data Protection Regulation (GDPR). By outlining our data protection practices, we aim to ensure trust and clarity in all interactions with our business. | 1012 |