

PRIVACY POLICY

Last updated June 01, 2020

Thank you for choosing to be part of our community at Empire Designs Team LTD (“**company**”, “**we**”, “**us**”, or “**our**”). We are committed to protecting your personal information and your right to privacy. If you have any questions or concerns about our policy or our practices with regards to your personal information, please contact us at empiredesignsteam@gmail.com.

When you visit our website <http://www.empiredesigns.co.uk> and use our services, you trust us with your personal information. We take your privacy very seriously. In this privacy policy, we seek to explain to you in the clearest way possible what information we collect, how we use it and what rights you have in relation to it. We hope you take some time to read through it carefully, as it is important. If there are any terms in this privacy policy that you do not agree with, please discontinue use of our sites and our services.

This privacy policy applies to all information collected through our website (such as <http://www.empiredesigns.co.uk>), and/or any related services, sales, marketing or events (we refer to them collectively in this privacy policy as the “**services**”).

Please read this privacy policy carefully as it will help you make informed decisions about sharing your personal information with us.

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1. What Information do we Collect?

We collect personal information that you voluntarily provide to us when expressing an interest in obtaining information about us or our products and services when participating in activities on the services or otherwise contacting us.

The personal information that we collect depends on the context of your interactions with us and the services, the choices you make and the products and features you use. The personal information we collect can include the following:

First name, last name, email address, phone number, and other similar data.

All personal information that you provide to us must be true, complete, and accurate, and you must notify us of any changes to such personal information.

2. How do we use your Information?

We use personal information collected via our services for a variety of business purposes described below. We process your personal information for these purposes in reliance on our legitimate business interests, to enter or perform a contract with you, with your consent, and/or for compliance with our legal obligations. We indicate the specific processing grounds we rely on next to each purpose listed below.

We use the information we collect or receive:

- **To send you marketing and promotional communications:** We may use the personal information you send to us for our marketing purposes if this is in accordance with your marketing preferences. You can opt-out of our marketing emails at any time.
- **To deliver services to the user:** We may use your information to provide you with the requested service.
- **To respond to user enquiries/offer support to users:** We may use your information to respond to your enquiries and solve any potential issues you might have with the use of our services.
- **For other business purposes:** We may use your information for other business purposes, such as data analysis, identifying usage trends, determining the effectiveness of our promotional campaigns and to evaluate and improve our services, products, marketing, and your experience. We may use and store this information in aggregated and anonymized form so that it is not associated with individual end-users and does not include personal information. We will not use identifiable personal information without your consent.

3. Will your Information be Shared with Anyone?

We may process or share data based on the following legal basis:

- **Consent:** We may process your data if you have given us specific consent to use your personal information in a specific purpose.
- **Legitimate interests:** We may process your data when it is reasonably necessary to achieve our legitimate business interests.
- **Performance of a contract:** Where we have entered a contract with you, we may process your personal information to fulfil the terms of our contract.
- **Legal obligations:** We may disclose your information where we are legally required to do so in order to comply with applicable law, governmental requests, a judicial proceeding, court order, or legal processes, such as in response to a court order or a subpoena (including in response to public authorities to meet national security or law enforcement requirements).
- **Vital interests:** We may disclose your information where we believe it is necessary to investigate, prevent, or take action regarding potential violations of our policies, suspected fraud, situations involving potential threats to the safety of any person and illegal activities, or as evidence in litigation in which we are involved.

4. How Long do we keep your Information for?

We will only keep your personal information for as long as it is necessary for the purposes set out in this privacy policy unless a longer retention period is required or permitted by law (such as tax, accounting or other legal requirements).

When we have no ongoing legitimate business need to process your personal information, we will either delete or anonymise it, or, if this is not possible (for example, because your personal information has been stored in backup archives), then we will securely store your personal information and isolate it from any further processing until deletion is possible.

5. How do we keep your Information Safe?

We have implemented appropriate technical and organizational security measures designed to protect the security of any personal information we process. However, please also remember that we cannot guarantee that the internet itself is 100% secure. Although we will do our best to protect your personal information, the transmission of personal information to and from our services is at your own risk. You should only access the services within a secure environment.

6. What are your Privacy Rights?

In some regions (like the European Economic Area), you have certain rights under applicable data protection laws. These may include the right (i) to request access and obtain a copy of your personal information, (ii) to request rectification or erasure; (iii) to restrict the processing of your personal information; and (iv) if applicable, to data portability. In certain circumstances, you may also have the right to object to the processing of your personal information. To make such a request, please contact us at empiredesignsteam@gmail.com. We will consider and act upon any request in accordance with applicable data protection laws.

If we are relying on your consent to process your personal information, you have the right to withdraw your consent at any time. Please note however that this will not affect the lawfulness of the processing before its withdrawal.

If you are resident in the European Economic Area and you believe we are unlawfully processing your personal information, you also have the right to complain to your local data protection supervisory authority. You can find their contact details here: http://ec.europa.eu/justice/data-protection/bodies/authorities/index_en.htm.

7. Do we make Updates to this Policy?

We may update this privacy policy from time to time. The updated version will be indicated by an updated "Revised" date and the updated version will be effective as soon as it is accessible. If we make material changes to this privacy policy, we may notify you either by prominently posting a notice of such changes or by directly sending you a notification. We encourage you to review this privacy policy frequently to be informed of how we are protecting your information.

8. How can you Review, Update, or Delete the Data we Collect from you?

The General Data Protection Regulation (GDPR) is an EU legislation which aims to give residents of the EU more control over their data. To comply with this regulation, and based on the laws of some countries, you may have the right to request access to the personal information we collect from you, change that information, or delete it in some circumstances. To request to review, update, or delete your personal information please contact us at empiredesignsteam@gmail.com. We will respond to your request within 7 days.

9. How can you Contact us about this Policy?

If you have questions or comments about this policy, you may email us at empiredesignsteam@gmail.com.