



# GDPR PRIVACY NOTICE

Last updated JULY 2020

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## INTRODUCTION

Thank you for visiting Claire Scott Digital (“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 [contact@clairescottdigital.com](mailto:contact@clairescottdigital.com).

When you visit our website [www.clairescottdigital.com](http://www.clairescottdigital.com) (“Site”) and use our services, you trust us with your personal information. We take your privacy very seriously.

In this privacy notice, we describe our 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 site and our services.

This privacy policy applies to all information collected through our website [www.clairescottdigital.com](http://www.clairescottdigital.com), [www.facebook.com/cscottdigital](http://www.facebook.com/cscottdigital) (including Claire Scott Digital Marketing) and [www.instagram.com/cscottdigital](http://www.instagram.com/cscottdigital), (“**Apps**”), and/or any related services, sales, marketing or events (we refer to them collectively in this privacy policy as the “**Sites**”).

**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?

***In Short: We collect personal information that you provide to us such as name, address, contact information, passwords and security data, payment information, and social media login data.***

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

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

**Name and Contact Data.** We collect your first and last name, email address, postal address, phone number, and other similar contact data.

**Credentials.** We collect passwords, password hints, and similar security information used for authentication and account access.

Collecting this data is often essential when entering into a service contract with us, and this will either be recorded by means of a digital form ([www.clairescottdigital.com/gdpr](http://www.clairescottdigital.com/gdpr)) or via email.

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.

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### ***Information automatically collected***

***In Short: Some information – such as IP address and/or browser and device characteristics – is collected automatically when you visit our websites.***

We automatically collect certain information when you visit, use or navigate the Sites. This information does not reveal your specific identity (like your name or contact information) but may include device and usage information, such as your IP address, browser and device characteristics, operating system, language preferences, referring URLs, device name, country, location, information about how and when you use our Site and other technical information. This information is primarily needed to maintain the security and operation of our Sites, and for our internal analytics and reporting purposes.

By visiting the Apps, you may also be sharing information with us and the company (Facebook or Instagram). You can find out more about this by visiting their Privacy Policies: <https://help.instagram.com/519522125107875>  
<https://www.facebook.com/about/privacy>

Like many businesses, we also collect information through cookies and similar technologies. You can find out more about this in our Cookies Policy on our website.

## **2. HOW DO WE USE YOUR INFORMATION?**

***In Short: We process your information for purposes based on legitimate business interests, the fulfillment of our contract with you, compliance with our legal obligations, and/or your consent.***

We use personal information collected via our Sites for a variety of business purposes described below. We process your personal information for these purposes in reliance on our legitimate business interests ("Business Purposes"), in order to enter into or perform a contract with you ("Contractual"), with your consent ("Consent"), and/or for compliance with our legal obligations ("Legal Reasons"). 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 administrative information to you** [for Business Purposes, Legal Reasons and/or possibly Contractual]. We may use your personal information to send you product, service and new feature information and/or information about changes to our terms, conditions, and policies.

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- **Fulfill and manage our services** for Contractual reasons. We may use your information to fulfill and manage a service contract between us, eg creating an email account and/or website.
  - **To send you marketing and promotional communications** for Business Purposes and/or with your Consent. We and/or our third party marketing partners 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 (see the "Your Privacy Rights" below).
  - **To post testimonials** with your Consent. We post testimonials on our Sites that may contain personal information. Prior to posting a testimonial, we will obtain your consent to use your name and testimonial. If you wish to update, or delete your testimonial, please contact us at [contact@clairescottdigital.com](mailto:contact@clairescottdigital.com) and be sure to include your name, testimonial location, and contact information.
  - **Request Feedback** for our Business Purposes and/or with your Consent. We may use your information to request feedback and to contact you about your use of our Sites.
  - **To protect our Sites** for Business Purposes and/or Legal Reasons. We may use your information as part of our efforts to keep our Sites safe and secure (for example, for fraud monitoring and prevention).
  - **To enforce our terms, conditions and policies** for Business Purposes, Legal Reasons and/or possibly Contractual.
  - **To respond to legal requests and prevent harm** for Legal Reasons. If we receive a subpoena or other legal request, we may need to inspect the data we hold to determine how to respond.
  - **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 Sites, products, services, marketing and your experience.

### **3. WILL YOUR INFORMATION BE SHARED WITH ANYONE?**

*In Short: We only share information with your consent, to comply with laws, to protect your rights, or to fulfill business obligations.*

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We only share and disclose your information in the following situations:

- **Compliance with Laws.** *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 process, 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 and Legal Rights.** 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.
- **Vendors, Consultants and Other Third-Party Service Providers.** We may share your data with third party vendors, service providers, contractors or agents who perform services for us or on our behalf and require access to such information to do that work. Examples include: payment processing, data analysis, email delivery, hosting services, customer service and marketing efforts. We may allow selected third parties such as Wix to use tracking technology on the Sites, which will enable them to collect data about how you interact with the Sites over time. This information may be used to, among other things, analyze and track data, determine the popularity of certain content and better understand online activity.

Unless described in this Policy, we do not share, sell, rent or trade any of your information with third parties for their promotional purposes.

We work with Wix primarily to build and host websites, and their Privacy Policy can be found here: <https://www.wix.com/about/privacy>

- **With your Consent.** *We may disclose your personal information for any other purpose with your consent.*
- **Other Users.** *When you share personal information (for example, by posting comments, contributions or other content to the Sites) or otherwise interact with public areas of the Site or Apps, such personal information may be viewed by all users and may be publicly distributed outside the Site [and our Apps] in perpetuity. If you interact with other users of our Sites and register through a social network (such as Facebook), your contacts on the social network will see your name, profile photo, and descriptions of your activity. Similarly, other users will be able to view descriptions of your activity, communicate with you within our Sites, and view your profile.*

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## 4. DO WE USE COOKIES AND OTHER TRACKING TECHNOLOGIES?

*In Short: We may use cookies and other tracking technologies to collect and store your information.*

We may use cookies and similar tracking technologies (like web beacons and pixels) to access or store information. Specific information about how we use such technologies and how you can refuse certain cookies is set out in our Cookie Policy on our Website.

Our site is hosted by Wix, and we also use Wix to create and host sites for clients. Wix.com explains their use of Cookies here: <https://support.wix.com/en/article/cookies-and-your-wix-site>

## 5. IS YOUR INFORMATION TRANSFERRED INTERNATIONALLY?

*In Short: We may transfer, store, and process your information in countries other than your own.*

We are located in the United Kingdom. If you are accessing our Sites from outside the UK, please be aware that your information may be transferred to, stored, and processed by us in our facilities and by those third parties with whom we may share your personal information (see "Disclosure of Your Information" above) in other countries.

NOTE: *Wix.com Ltd. is based in Israel, which is considered by the European Commission to be offering an adequate level of protection for the Personal Information of EU Member State residents. However, Users and Users-of-Users' Personal Information may be stored in data centers located in the United States of America, Ireland, South Korea, Taiwan and Israel. We may use other jurisdictions as necessary for the proper delivery of our Services and/or as may be required by law.*

## 6. HOW LONG DO WE KEEP YOUR INFORMATION?

*In Short: We keep your information for as long as necessary to fulfill the purposes outlined in this privacy policy unless otherwise required by law.*

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). No purpose in this policy will require us keeping your personal information for longer than legally necessary.

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When we have no ongoing legitimate business need to process your personal information, we will either delete or anonymize 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.

## **7. HOW DO WE KEEP YOUR INFORMATION SAFE?**

***In Short: We aim to protect your personal information through a system of organizational and technical security measures.***

We have implemented appropriate technical and organizational security measures designed to protect the security of any personal information we process. All personal client data is stored securely and is password-protected, both online (via Wix.com) and on digital devices (eg laptop/phone/USB).

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, transmission of personal information to and from our Sites is at your own risk.

## **8. WHAT ARE YOUR PRIVACY RIGHTS?**

***In Short: In some regions, such as the European Economic Area, you have rights that allow you greater access to and control over your personal information. You may review, change, or terminate your account at any time.***

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 [contact@clairescottdigital.com](mailto:contact@clairescottdigital.com). We will consider and act upon any request in accordance with applicable data protection laws.

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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](http://ec.europa.eu/justice/data-protection/bodies/authorities/index_en.htm)

**Cookies and similar technologies:** Most Web browsers are set to accept cookies by default. If you prefer, you can usually choose to set your browser to remove cookies and to reject cookies. If you choose to remove cookies or reject cookies, this could affect certain features or services of our Sites. For further information, please see our Cookie Policy on our website.

## **9. DO WE MAKE UPDATES TO THIS POLICY?**

*In Short: Yes, we will update this policy as necessary to stay compliant with relevant laws.*

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.

## **10. HOW CAN YOU CONTACT US ABOUT THIS POLICY?**

If you have questions or comments about this policy, email Claire Scott at [contact@clairescottdigital.com](mailto:contact@clairescottdigital.com).