



## Privacy Policy

### Gardiner Design Associates - Design Agency

Gardiner Design Associates will be known as the 'controller' of any personal data you provide. We are committed to safeguarding the privacy and security of your personal information. This Privacy Policy outlines how we collect, use, disclose, and protect your information in accordance with the General Data Protection Regulation (GDPR) and other applicable data protection laws.

#### 1. Information We Collect:

We may collect personal information from you when you use our website, contact us via phone or email, or engage with our services. The types of personal information we may collect include:

- a) Contact information such as your name, company name, email address, phone number, and postal address.
- b) Information you provide to us when you communicate with us, such as through a phone call, messaging provider, email, social media platform or contact form.
- c) Payment information, company registration number and VAT registration number.
- d) Any other information you choose to provide to us.

#### 2. How We Use Your Information:

We use your personal information for the following purposes:

- a) To communicate with you and respond to your inquiries.
- b) To provide you with our services, including design, consulting, and other related services.
- c) To process payments and / or check a company or individuals' financial status.
- d) To improve our services and develop new offerings.
- e) To market and promote our services and website.
- f) To comply with legal and regulatory requirements.

#### 3. Data sharing and Disclosure:

We may share your information with third parties in the following circumstances:

- a) With our associates, service providers and advisers who assist us in providing our services or operating our business.
- b) In connection with a business transaction, such as a merger, acquisition, or sale of assets.
- c) With law enforcement or regulatory authorities when required by law.
- d) We do not sell, rent, or lease your personal information to third parties.

#### 4. Data Security:

We implement appropriate technical and organisational measures to protect your personal information against unauthorised access, disclosure, alteration, or destruction. We restrict access to your information to authorised personnel only and maintain physical, electronic, and procedural safeguards to ensure its confidentiality. However, no method of transmission over the internet or electronic storage is 100% secure, and we cannot guarantee absolute security.

#### 5. Your Rights:

You have certain rights regarding your personal information, including the right to access, correct, or delete your information. You may also have the right to object to or restrict certain processing activities. To exercise your rights, please contact us using the contact information provided below.



**6. Data Retention:**

We will retain your personal information for 6 years or as long as necessary to fulfil the purposes outlined in this Privacy Policy unless a longer retention period is required or permitted by law.

**7. Updates to this Privacy Policy:**

We may update this Privacy Policy from time to time. Any changes will be posted on this page with an updated revision date. We encourage you to review this Privacy Policy periodically for any changes.

**8. Contact Us:**

If you have any questions or concerns about our Privacy Policy or our data practices, please contact us at [studio@gardinerdesign.co.uk](mailto:studio@gardinerdesign.co.uk)

This Privacy Policy is effective as of the date indicated below and replaces any previous versions.

4 June 2026

2/2