

FYNE ASSOCIATES

Privacy Policy

At Fyne Associates Limited, we are committed to protecting and respecting your privacy.

Who are we?

Fyne Associates Limited are publishers of lifestyle and community magazines; registered office is 114 High Street, Witney, Oxfordshire, OX28 6HT, company registration: 04231701

Statement of intent

This Privacy Policy explains what personal information we collect about you; how we use it and why we need it when you use our services and our website. We aim to process information about you fairly and in a transparent manner and the aim of this document is to provide you with information for you to understand what we do with your data.

Please note when you link to other websites, you should read their privacy policies.

Topics:

- What information do we collect about you?
- How will we use the information we collect about you?
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What information do we collect about you?

Fyne Associates will request basic personal information from you:

- when you express an interest in working with us, for example when you request email information or quotation;
- when you register your details with us for the purposes of our keeping you informed of our services, news and information which we think may be of interest including by email or post where you have given us permission to do so in the course of offering, administering, ordering and providing our products or services

We will also collect information should you voluntarily provide any feedback to us.

All information collected is used for specific purposes and on specific legal bases and we will endeavour to collect only the personal information required for those purposes. When data has fulfilled its purpose, it will be deleted or anonymised as appropriate within a specified time frame.

Website usage information is collected by 'cookies' and may be used to monitor customer traffic patterns, website usage and to help us to develop and improve the design and layout of our website. Please see below for further information regarding our use of cookies.

How will we use the information we collect about you?

Fyne Associates Limited will collect information about you to process any enquiries you make; process your orders; manage your account and, if you agree to us doing so, to email you about the services we provide which we think may be either of interest to you or useful for you.

We will not transfer personal data outside of the European Economic Area (EEA) unless you have given us written consent to do so.

Will we share the information we collect about you with others?

The information you provide to Fyne Associated Limited is for the sole use of Fyne Associates Limited.

We will not share your personal information to any third parties for marketing or other purposes and will take all reasonable steps to maintain the security, integrity and privacy of any information provided to us during the course of your visit to our website, any on-line publications or during the course of any transactions.

Should your account become overdue and the services of recovery agents are required we may share your information with and obtain information about you from credit reference agencies, debt collection and fraud prevention agencies.

Marketing

From time to time we would like to send you information about our products and services which may be of interest to you or information which may be relevant to your trading account with us.

If you have consented to receive emailed marketing communications from us, you have a right at any time to stop us from contacting you and may opt out at any time.

Similarly, if you have unsubscribed, you may opt back in at any time – please let us know and we will amend our records accordingly.

For marketing purposes:

- if you no longer wish to be contacted: [Click here to unsubscribe](#)
- If you wish to opt in please email: jill@fyne.co.uk who will contact you directly

Access to your personal information and correction

You have the right to request a copy of the information that we hold about you. If you would like a copy of some or all of your personal information, please email or write to us.

Amending your personal information

We are keen to ensure that the personal information we have on record is accurate and up to date. You may ask us to correct, update, block or erase inaccurate information at any time.

If you would us to amend our records, please email or write to us.

Deleting your personal information

Should you wish us to delete the personal information that we hold about you, please let us know and we will amend our records accordingly.

Cookies

A cookie is a small file containing an identifier consisting of a string of letters and numbers that is used to record specific pieces of information. Cookies are sent by a web server to a web browser and are stored by the browser and are typically used to collect standard internet log information and visitor behaviour information.

This information is used to track visitor use of the website and to compile statistical reports on website activity.

You can set your browser not to accept cookies and the above websites tell you how to remove cookies from your browser. This may mean some of our website features may not function as a result.

Please see our separate "Cookie Policy" for further information or visit www.aboutcookies.org or www.allaboutcookies.org for further information.

Permission to use the website

If you are aged 16 or under, please obtain permission from your parent or guardian before using our website and / or providing any personal information to Fyne Associates Limited via our website. Users without written consent are not allowed to provide us with personal information.

Security

Fyne Associates Limited will endeavour to take all reasonable steps to protect your personal data but cannot guarantee the security of any data you disclose on-line. You accept the inherent security implications of sending information over the internet and will not hold us responsible for any breach of security unless we have been negligent.

Changes to our Privacy Policy

Our Privacy Policy is regularly reviewed and we reserve the right to update and or modify its Privacy Policy at any time so we recommend you check our website periodically where any amendments will be posted to ensure that you are happy with any changes made.

This Privacy Policy was last updated on 20 April 2018.

Consent

By using our services and our website, you consent to the use of any information provided by you, collected from you, or derived based on collected personal information by Fyne Associates Limited for the purposes described in this Privacy Policy.

You have a right to withdraw your consent at any time for any of the processing activities that are based on your consent by unsubscribing: [Click here to unsubscribe](#)

or by contacting us in writing:

Withdrawal of Consent,

How to contact us

If you have any questions about our Privacy Policy or our treatment of your personal information or require any further information about the personal data we hold about you, please don't hesitate to contact us directly.

Our contact details are: **01235 856300, jill@fyne.co.uk**