

## **Privacy Notice**

### **Our Commitment to Privacy**

Your privacy is important to us. To better protect your privacy we provide this notice explaining our online information practices and the choices you can make about the way your information is collected and used. To make this notice easy to find, we make it available on the bottom of every page.

### **The Information We Collect:**

This notice applies to all information collected or submitted on any and all Activ Web Design website(s). On some pages you can request further information, and register to receive materials. The types of personal information collected at these pages are:

- Name
- Address
- Email address
- Telephone number
- Comments and / or questions

We may collect technical data about the type of Internet browser and computer operating system that you use. This information does not identify you as an individual and is used only for tracking of site use. We might also place a "cookie" on your hard drive that will help us to identify you when you return to the site and allow us to tailor content to your personal preferences. For more information about cookies please see the cookies section of this privacy policy.

### **The Way We Use Information:**

We do not share any information provided by you with outside parties, without your prior approval.

We use the information you provide about you or someone else when requesting information only as contact details to provide you with the information you requested, or to transfer the materials you have requested.

We use return email addresses to answer the email we receive. Such addresses are not used for any other purpose and are not shared with outside parties.

We use non-identifying and aggregate information to better design our website. For example, we may compile data showing the number of visitors to areas of the site(s), or the number who completed a form, but nothing is used that could identify those individuals.

Finally, we never use or share the personally identifiable information provided to us online in ways unrelated to the ones described above without also providing you an opportunity to opt-out or otherwise prohibit such unrelated uses.

### **Cookies**

Cookies are small text files that are placed on your computer by websites that you visit. They are widely used in order to make websites work, or work more efficiently, as well as to provide information to the owners of the site.

This website makes use of cookies to monitor visitor sessions and analyse site performance. No personal information is stored in the cookie that is issued by the site. The value stored in the cookie is an anonymous identifier.

If you do not wish to receive these cookies you can disable them in your browser, though doing so may affect the functionality of our website.

By browsing and using this site, you consent to our use of the cookies described above and to the use of the third party cookies.

Most web browsers allow some control of cookies through the browser settings. To find out more about cookies, including how to see what cookies have been set and how to manage and delete them, visit [www.allaboutcookies.org](http://www.allaboutcookies.org)

### **Our Commitment to Data Security**

To prevent unauthorized access, maintain data accuracy, and ensure the correct use of information, we have put in place appropriate procedures to safeguard and secure the information we collect online.

### **Our Commitment to Children's Privacy:**

Protecting the privacy of the very young is especially important. For that reason, we never collect or maintain information at our website from those we actually know are under 13, and no part of our website is structured to attract anyone under 13.