

# **Privacy Policy**

## WHAT THIS PRIVACY POLICY COVERS

In accordance with the Data Protection Act, this policy gives you information about how Lean Marketing treats personal information received from our web site visitors.

### WHAT IS PERSONAL INFORMATION?

Personal information is defined as information about you that is personally identifiable such as your title, name, address, email address and phone number.

The only time we'll use your details is to email you from time to time about our services.

We respect your privacy and will not rent, sell or share personal information about you with other people or non-affiliated companies.

## **INFORMATION COLLECTION AND USE**

We collect visitor information in the following sections of the Lean Marketing web site:

Contact – If you send us an enquiry via the email form we'll use your details to respond to your request/comments.

Newsletter sign up – we will collect your email address and hold it until such time as you choose to opt-out of further marketing communications from us.

### **ACCESSING YOUR DATA**

You have the right to request a copy of the personal information we hold about you. Please note that, in accordance with the Data Protection Act, a £15 admin fee is applicable. For further information, please contact us using the email form or email info@lean-marketing.co.uk

## **COOKIES**

This site uses cookies to collect information about how the site is used by its visitors. Cookies provide non-personal statistical information about visits to pages on the site, which may include the duration of individual page views, paths taken by visitors through the site, and other general information. None of this information is associated with you as an individual.

However, should you wish to delete or disable the cookies, you can do so by referring to the 'Help' option on the menu bar of your browser. This will tell you how to prevent your browser from accepting new cookies; notify you when you receive new cookies; and disable cookies altogether.

## **CHANGES TO THE PRIVACY POLICY**

We may update this policy from time to time. Please check this page regularly for notification of any significant changes in the way we treat your personal information.

#### This web site is operated by:

Lean Marketing Lean House, 79 Langley Hill Kings Langley, Herts WD4 9HQ

Web: www.lean-marketing.co.uk - Phone: 0845 519 5249 - Email: info@lean-marketing.co.uk