

## Privacy Policy

### Consent & Use of Personal Information

We process your personal information for specific and limited purposes only. We collect form data (which includes your name, e-mail address, telephone number, company name and contact address) when you submit an enquiry to us. This information is used to identify our customers and to respond to your enquiry.

**Important:** By completing our forms, you consent to the collection and use of this personal information outlined above. Should we decide to change our Privacy Policy in any way, we will post such changes to this page so that you are aware of the information we collect, our use of it and the circumstances under which we would disclose it.

### Marketing

We may use your personal information internally for marketing purposes. We may occasionally notify you about new services, products and special offers we think you might appreciate. If you would prefer not to partake or receive this information, please e-mail us at [sales@ideasatworkdirect.com](mailto:sales@ideasatworkdirect.com)

\*As of 25/05/18 new customers can specify their marketing preferences on our contact us form . Any person who completed the form before this time may have been automatically added to a marketing mailing list in accordance to this privacy policy. If you wish to unsubscribe please do so as above.

We sometimes use a third party provider to deliver our newsletter. We gather statistics around email opening and clicks using industry standard technologies to help us monitor and improve our e-newsletter

### Third Parties

We value your privacy and understand that you don't want your name, personal details and preferences sold to third parties. Ideas at work Ltd will not sell, trade or rent any form of your information to a third party.

## **Cookies**

Ideas at work Ltd website uses cookies to allow Google Analytics to function correctly. Cookies do not harm your computer. Cookies collect information about how visitors use our site, e.g. which pages visitors go to most often and if they get error messages from pages. They do not collect information that identifies visitors. All information collected is aggregated (and therefore anonymous) and only used to improve how our website works. By using our website you agree that we can place these type of cookies on your device.

## **Access To Your Personal Information**

**Important:** You are entitled to view, amend, or delete your personal information that we hold. Email your request to [sales@ideasatworkdirect.com](mailto:sales@ideasatworkdirect.com)

## **Questions & Feedback**

If you have any questions or comments about our Privacy Policy please e-ma

[sales@ideasatworkdirect.com](mailto:sales@ideasatworkdirect.com)