

PRIVACY POLICY

This privacy policy sets out how Archetype Productions uses and protects any information that you give us. The policy may be updated from time to time and will be published on our website. This policy is effective from 25 May 2018.

The information we collect

We may collect data provided by you when corresponding with us by email, text, post or telephone. The information you give us may include your name, address, telephone number, email address and other information directly relevant to the service we provide to you

What we do with the information we gather

We require this information to understand your needs and provide you with a better service and to fulfil our obligations to you as a client. In particular we need this information for the following purposes:

- Internal record keeping.
- To improve our products and services.
- We may periodically contact you by email, phone, fax or mail regarding matters which we think you may find of interest.

Security

We are committed to ensuring that your information is secure. In order to prevent unauthorised access or disclosure, we have put in place suitable physical and electronic procedures to safeguard and secure the information we hold.

Controlling your personal information

We will not share information about you with any third parties except for registration of hardware and software ownership, for delivery purposes or we are required by law to do so.

You may request details of personal information which we hold about you. You also have the right to ask us to correct any inaccurate personal information or to delete your personal information

Links to other websites

Our website may contain links to other websites of interest. However, once you have used these links to leave our site, you should note that we do not have any control over that other website. Therefore, we cannot be responsible for the protection and privacy of any information which you provide whilst visiting such sites and such sites are not governed by this privacy statement. You should exercise caution and look at the privacy statement applicable to the website in question.

Cookies

Our website does not utilise cookies.

Contact details

If you have any queries, please contact us on 020 8877 1696.