

Clockwork IMC (Agency) takes the confidentiality of personal data seriously. Please contact Steve Dyer on: 020 8747 2023, steve@clockworkimc.com if you have any questions or comments on this Privacy Policy.

Introduction

Clockwork IMC's Privacy Policy sets out the ways the Agency processes personal data. This Privacy Policy only relates to personal data collected by the agency via the Clockwork IMC website, emails and telephone calls. Any personal data collected will be used in accordance with UK data protection legislation.

This Privacy Policy does not apply to personal data provided to the Agency by any other means or via any other website. Users should be aware that if they access other websites, using the links provided, these are outside our control. If they provide personal data to other companies, the privacy policies of those companies determine the uses to which that information is put and the Agency's Privacy Policy will no longer apply.

The Data Protection Act 1998

The purpose of this Privacy Policy is to inform you that information we collect and what it is used for. In order to protect personal data in a correct manner we comply with the principles of the Data Protection Act 1998, as well as the principles for good practice that are followed throughout the world.

The information we collect

As a visitor to the Agency website you are asked to provide us with personal information on various occasions. This could be, for example, to request information from the Agency, to take part in competitions, to become a member in a customer club, to build your own website or to order product samples.

The type of information we collect for these purposes is typically your name, company address, telephone number and e-mail address, and sometimes even your personal identification number.

How is information used?

The information we collect is used for the following purposes:

- to be able to offer safe and simple use of our website
- to be able to communicate with you in connection with competitions, membership and other interactive offers
- to be able to provide you with information about the Agency and our services
- to be able to offer you marketing and advertisements which we think you will find interesting

Which information must you provide?

On every occasion you are requested to provide personal information, it will be clear when the information is required for a service and when it is purely voluntary to provide it.

Cookies & IP-addresses

To be able to offer which are tailor-made and adapted to users of our website, we sometimes uses cookies to store and search for information about you. A cookie is a small amount of data which is sent to a web reader from a web server and which is stored on the hard disk of your computer.

Cookies are commonly used to:

- Identify your computer
- Count the number of users to different websites
- Trace the interest in certain offer, clubs and competitions
- Measure traffic patters on our website

Cookies are not used to collect information about visitors' names or email addresses. Settings in your own web browser allow you to decide whether to accept or reject cookies, which are stored on your computer's hard disk.

The Agency does not use cookies at the present time, although we may sometimes collect and store IP-addresses for purposes of system administration.

Links

Our website includes links to other sites on the Internet. We cannot take responsibility for how personal data is handled by these external websites. We therefore urge you to look closely at each external website's policy for dealing with personal information.

Who are we?

We are: Clockwork Communications (London) Limited T/A Clockwork IMC, and we are based at: 10 Barley Mow Passage, London, W4 4PH Tel: +44 (0) 20 8747 2023

Contact

If you have any questions about how we deal with your personal information please send an e-mail to steve@clockworkimc.com You have the right to request what information we hold which relates to you as well as ask us to correct information we hold about you that is out of date or inaccurate.

If you no longer wish to receive information from us please contact us by email. An email address to which you can make such as request is located at the end of the information we sent to you.

Who has access to my personal information?

The Agency is the sole owner of the personal information, which we collect. We do not sell personal information to any other company. In certain circumstances however, we do share personal information with our co-operation partners both inside and outside the EU.

Examples of occasions on which we would share information in this way are:

- In relation to marketing purposes when personal information is processed together with information concerning, for example, demography, interests and habits.
- Information and advertising campaigns, personal information may be shared with companies whom we co-operate with and who help us during the campaign.
- For the purpose of fulfilling our commitments to share information with our suppliers, distributors, retailers and news agencies.

Security and secrecy

Protection of personal data and personal integrity is a high priority with the Agency. We carefully protect personal information from unauthorised access, loss or distortion.

Amendments to this policy

The AGENCY will update and change this policy from time to time. We therefore recommend that when you visit our website, you check regularly if any amendments have been made before you provide any personal information to us.

