



# CompleteWeb

Everything you need to succeed online



## GDPR Data and Privacy Policy

*The information we collect, how we use it, and your rights under the GDPR*

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## Data Controller

For all matters concerning the privacy and processing of any personal data, please contact our Data Controller:

By email: [service@completeweb.co.uk](mailto:service@completeweb.co.uk)

By post: The Data Controller, CompleteWeb, 53 Bedale Road, Nottingham. NG5 3GN.

## Your Rights

Under the General Data Protection Regulation (GDPR), you have specific rights regarding your data.

To exercise any of these rights please contact our data controller (as detailed above).

- You have the right to ask us for a copy of any data we hold about you
- You have a right to have any data that is incorrect, corrected
- You have the right to object to the use of your data
- You have the right to have your data provided to you to take elsewhere in a suitable format
- You have the right to have your data deleted in certain circumstances

You also have the right to file a complaint about our use of your data with the Information Commissioner.

For more about the Information Commissioner and making a complaint, please see their website: <http://www.ico.org.uk>

## Our Use of Your Data

### When you contact us

We collect any information included in your email or the contact form you submitted - typically your email address, name, company and telephone number(s). If you place any personal information in the body of your email or message, we may collect that too.

We will only use this data to answer your query or respond to your communication.

We will keep your information until we no longer need to communicate with you. This will typically be 24 months after our last communication (email, phone call, or social media contact).

We are processing this data because we have a legitimate interest in promoting our products and services, and to enable any correspondence with you in order to carry out our business / negotiate a contract.

The data will remain within the United Kingdom and the European Union and is not passed to any third party.

### When you sign up to our email advice service

We collect your name, email address, company name, website address, goals for your website and the types of information you would like to receive.

We will use your email address only for the purposes of informing you when we have posted new content about topics if which you have stated an interest. We may also use your preferred topics to send you information about products or offers in which you may also be interested.

## We Use Cookies

We use cookies on our site to track visitors and enhance the service we provide.

Some of these cookies are essential to the function of the site. Other cookies provide us with valuable information such as which pages are most frequently visited and how long you stay on the page.

You are not obliged to accept cookies. You can block cookies using your browser settings, either on a single website, or on all websites.

The Pro Privacy website provides a detailed guide to blocking cookies in all browsers. You can find this here:

<https://proprivacy.com/ruinmysearchhistory/how-to-block-cookies>