

## PRIVACY STATEMENT

Your privacy is important to the Doocot and Studio, hereinafter “us “or “we”. This privacy statement provides information about the personal information that we collect, and the ways in which we use that personal information.

### Credit

This document was created using a Contractology template available at <http://www.contractology.com>.

### Personal information collection

We may collect and use the following kinds of personal information:

- information about your use of this website including your IP address, geographical location, referral source, length of visit and number of page views;
- information that you provide using for the purpose of registering with the website including email address, telephone number, postal address, name or company details;
- information about transactions carried out over this website;
- information that you provide for the purpose of subscribing to the website services; and
- any other information that you send to us.

### Using personal information

We may use your personal information to:

- administer this website;
- personalize the website for you;
- enable your access to and use of the website services;
- publish information about you on the website;
- send to you products that you purchase;
- supply to you services that you purchase;
- send to you statements and invoices;
- collect payments from you; and
- send you marketing communications

Where we disclose your personal information to its agents or sub-contractors for these purposes, the agent or sub-contractor in question will be obligated to use that personal information in accordance with the terms of this privacy statement.

In addition to the disclosures reasonably necessary for the purposes identified elsewhere above, we may disclose your personal information to the extent that it is required to do so by law, in connection with any legal proceedings or prospective legal proceedings, and in order to establish, exercise or defend its legal rights.

### Securing your data

We will take reasonable technical and organisational precautions to prevent the loss, misuse or alteration of your personal information.

We will store all the personal information you provide on our secure servers.

Information relating to electronic transactions entered into via this website will be protected by encryption technology.

### Cross-border data transfers

Information that we collect may be stored and processed in and transferred between any of the countries in which we operate to enable the use of the information in accordance with this privacy policy.

In addition, personal information that you submit for publication on the website will be published on the internet and may be available around the world.

You agree to such cross-border transfers of personal information.

### Updating this statement

We may update this privacy policy by posting a new version on this website.

You should check this page occasionally to ensure you are familiar with any changes.

### Other websites

This website contains links to other websites.

We are not responsible for the privacy policies or practices of any third party.

### **Contact Us**

If you have any questions about this privacy policy or the Doocot and Studio's treatment of your personal information, please write:

- by email to: [hilary@the-doocot-dunning.com](mailto:hilary@the-doocot-dunning.com) ; or
- by post to St. Andrews Cottage, Dunning, Perthshire, Scotland PH2 0RH.