

WEBSITE PRIVACY POLICY

Last updated 30 March 2023

Introduction

Mika Design Studio (“we” or “us” or “our”) respects the privacy of our users (“user” or “you”). This Privacy Policy explains how we collect, use, disclose, and safeguard your information when you visit our website [name of website.com, including any other media form, media channel, related or connected thereto (collectively, the “Site”). Please read this privacy policy carefully. If you do not agree with the terms of this privacy policy, please do not access the site.

We reserve the right to make changes to this Privacy Policy at any time and for any reason. We will alert you about any changes by updating the “Last Updated” date of this Privacy Policy. Any changes or modifications will be effective immediately upon posting the updated Privacy Policy on the Site, and you waive the right to receive specific notice of each such change or modification.

Our core Beliefs User Regarding Privacy and Data Protection

User privacy and data protection are human rights

- We have a duty of care to the people within our data
- Data is a liability, it should only be collected and processed when absolutely necessary
- We loathe spam as much as you do!
- We will never sell, rent or otherwise distribute or make public your personal information

Relevant Legislation UK

[UK Data Protection Act 2018 \(DPA\)](#)

[UK GDPR General Data Protection Regulation \(GDPR\)](#)

This site’s compliance with the above legislation, all of which are stringent in nature, means that this site is likely compliant with the data protection and user privacy legislation set out by many other countries and territories as well. If you are unsure about whether this site is compliant with your own country of residences’ specific data

protection and user privacy legislation you should contact our data protection officer (details of whom can be found in the CONTACT US section below for clarification).

Collection of Your Information

We may collect information about you in a variety of ways. The information we may collect on the Site includes:

Personal Data

Personally identifiable information, such as your name, address, email address, and telephone number, that you voluntarily give to us or when you choose to participate in various services related to the site, such as newsletters. You are under no obligation to provide us with personal information of any kind, however your refusal to do so may prevent you from using certain features of the Site.

Derivative Data

Information our servers automatically collect when you access the Site, such as your IP address, your browser type, your operating system, your access times, and the pages you have viewed directly before and after accessing the Site.

Our blog

Should you choose to add a comment to any posts that we have published on our blog, the name and email address you enter with your comment will be saved to this website's database, along with your computer's IP address and the time and date that you submitted the comment. This information is only used to identify you as a contributor to the comment section of the respective blog post and is not passed on to any of the third-party data processors detailed below. Only your name will be shown on the public-facing website although if the supplied email address is linked to a Gravatar account, your Gravatar photo will also be displayed.

Your comment and its associated personal data will remain on this site until we see fit to either 1.) remove the comment or 2.) remove the blog post. Should you wish to have the comment and its associated personal data deleted, please email us here using the email address that you commented with.

If you are under 16 years of age you **MUST** obtain parental consent before posting a comment on our blog.

NOTE: You should avoid entering personally identifiable information to the actual comment field of any blog post comments that you submit on this website.

Financial Data

Financial information is not taken directly on any webpage on this website.

Use of Your Information

Having accurate information about you permits us to provide you with an efficient customer experience. Specifically, we may use information collected about via the Site to:

- Email you regarding your account or services.
- Perform other business activities as requested.
- Request feedback and contact you about your use of our Services.
- Respond to product and customer service requests.
- Send you a newsletter.

How and for what length of time we will store your personal information

Information You Give Us: We receive and store any information you enter on our Website or give us in any other way. By registering or completing our enquiry form you choose to accept the practices described in this Privacy Notice. We use the information that you provide for such purposes as set out in this notice.

We will keep your information only as long as necessary to facilitate your enquiry and provide you with information and services as necessary. If you make a purchase of our services, we will keep your information as long as we are required to do so by the UK HMRC service for tax accounting. Your information will be stored on our secure servers.

Email Newsletter

If you choose to join our email newsletter, the email address that you submit to us will be forwarded to MailChimp who provide us with email marketing services. We consider MailChimp to be a third-party data processor. The email address that you submit will not be stored within this website's own database or in any of our internal computer systems.

Your email address will remain within MailChimp's database for as long as we continue to use MailChimp's services for email marketing or until you specifically request removal from the list. You can do this by unsubscribing using the unsubscribe links contained in any email newsletters that we send you or by requesting removal via email. When requesting removal via email, please send your email to us using the email account that is subscribed to the mailing list.

If you are under 16 years of age you **MUST** obtain parental consent before joining our email newsletter.

While your email address remains within the MailChimp database, you will receive periodic (approximately one per

month) newsletter-style emails from us.

Disclosure of Your Information

We may share information we have collected about you in certain situations. Your information may be disclosed as follows:

By Law or to Protect Rights

If we believe the release of information about you is necessary to respond to legal process, to investigate or remedy potential violations of our policies, or to protect the rights, property, and safety of others, we may share your information as permitted or required by any applicable law, rule, or regulation. This includes exchanging information with other entities for fraud protection and credit risk reduction.

Third-Party Service Providers

We may share your information with third parties that perform services for us or on our behalf, including customer services related to your service request.

Automatic collection of information

As with all websites, automatic, anonymous records of which pages are viewed are maintained. The logging system will also collect various other non-personal data (such as operating system, browser or other access technology used, and screen resolution from each visitor's computer). The visitor's IP address will also be logged but will not be used to personally identify any visitor.

This information will be aggregated together into anonymous statistical data only. The system will not collect any other data - and the data collated will remain Our property and will be used solely for the purpose of maintaining and improving the website.

Cookies

We may use cookies, web beacons other tracking technologies on the Site to help customise the Site and improve your experience. When you access the Site your personal information is not collected through the use of tracking technology. Most browsers are set to accept cookies by default. You can remove or reject cookies.

Website Analytics

We may also partner with selected third-party vendors[, such as [Google Analytics](#)], to allow tracking technologies and remarketing services on the Site through the use of first party cookies and third-party cookies, to, among other things, analyse and track users' use of the Site, determine the popularity of certain content and better understand

online activity. By accessing the Site you consent to the collection and use of your information by these third-party vendors. You are encouraged to review their privacy policy and contact them directly for responses to your questions. We do not transfer personal information to these third-party vendors.

You should be aware that getting a new computer, installing a new browser, upgrading an existing browser, or erasing or otherwise altering your browser's cookies files may also clear certain opt-out cookies, plug-ins, or settings.

Third-Party Websites

The Site may contain links to third-party websites and applications of interest, including advertisements and external services, that are not affiliated with us. Once you have used these links to leave the Site, any information you provide to these third parties is not covered by this Privacy Policy, and we cannot guarantee the safety and privacy of your information. Before visiting and providing any information to any third-party websites, you should inform yourself of the privacy policies and practices (if any) of the third party responsible for that website, and should take those steps necessary to, in your discretion, protect the privacy of your information. We are not responsible for the content or privacy and security practices and policies of any third parties, including other sites, services or applications that may be linked to or from the Site.

Security of Your Information

We use administrative, technical, and physical security measures to help protect your personal information. While we have taken reasonable steps to secure the personal information you provide to us, please be aware that despite our efforts, no security measures are perfect or impenetrable, and no method of data transmission can be guaranteed against any interception or other type of misuse. Any information disclosed online is vulnerable to interception and misuse by unauthorised parties. Therefore, we cannot guarantee complete security if you provide personal information.

Data Breaches

We will report any unlawful data breach of this website's database or the database(s) of any of our third-party data processors to any and all relevant persons and authorities within 72 hours of the breach if it is apparent that personal data stored in an identifiable manner has been stolen.

Options Regarding Your Information

Emails and Communications

If you no longer wish to receive correspondence, emails, or other communications from us, you may opt-out by contacting us using the contact information provided below.

If you no longer wish to receive correspondence, emails, or other communications from third parties, you are responsible for contacting the third party directly.

Changes to this Privacy Policy

This privacy policy may change from time to time in line with legislation or industry developments. We will not explicitly inform our clients or website users of these changes. Instead, we recommend that you check this page occasionally for any policy changes.

Contact Us

If you have questions or comments about this Privacy Policy, please contact:

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