

GDPR
Data Protection Policy 2018
Cookie Policy 2018

ICO Registration Number: ZA225303

Digital House MD Limited is a business-to-business company that gathers and uses certain information; this can include Digital House MD Limited customers, suppliers, workshop and event attendees, customer enquiries, candidates, colleagues, and anyone else who may be in contact with Digital House MD Limited. This policy is in place to assist Digital House MD Limited in being compliant with The General Data Protection Regulation (GDPR). Therefore, ensuring all data collected is handled and stored to meet the GDPR standards.

What is GDPR?

The EU general Data Protection Regulation (GDPR) replaces the Data Protection Directive 1995, and is created to make data privacy laws consistent throughout Europe. The aim of GDPR is to protect all EU citizens from data breaches. GDPR's key points are relevant to how data is obtained, stored, handled, the rights for the data subjects, how their data is being processed and where it is stored.

Why the policy is in place?

This GDPR policy is in place to protect Digital House MD Limited and to ensure that:

- Digital House MD Limited protects the rights of customers, suppliers, workshop and event attendees, candidates, colleagues, and anyone else who may be in contact with Digital House MD Limited.
- Digital House MD Limited identifies and ensures the process of obtaining, handling, storing and using data is done so correctly.
- Digital House MD Limited complies with the law including GDPR and the Customer data protection.
- Digital House MD Limited protects itself from the risks of any data breaches.

Digital House MD Limited aims to ensure that all individuals are made aware that Digital House MD Limited are compliant with GDPR. This will be done through the different procedures in place including:

- GDPR Aware in the email footer of all staff.
- Opt-in on all website form submissions.
- Updated Privacy Policy as and when required.

How Digital House MD Limited obtains data from business owners:

- When someone becomes a customer of Digital House MD Limited.
- When someone enquires about the services of Digital House MD Limited.
- When someone enquires or books onto an event; this might be a workshop, networking event or charity event.
- When someone passes their business card at a business event.
- When a phone call is received, the data is written down and then added to one of the systems listed below and then shredded.

How Digital House MD Limited stores the data that is collected.

The following online systems are used by Digital House MD Limited and are all fully secured and password protected. All are approved cloud computing systems. You may click to the links and navigate to read their own privacy policies.

Our systems have strong passwords that are changed regularly using a password generator (<https://passwordsgenerator.net/>)

- Accounts system we use: Customer data is stored within the Xero Accounting system (<https://www.xero.com/uk/>).
- Newsletter systems we use: AcyMailing (www.acyba.com), MailChimp (<https://mailchimp.com/>), Campaign Monitor (<https://www.campaignmonitor.com/>) and Constant Contact (<https://www.constantcontact.com/uk/>).
- Time management, tracking and storage systems we use: Trello (<https://trello.com/>), Harvest (<https://www.getharvest.com/>), Dropbox <https://www.dropbox.com>, Pipedrive <https://www.pipedrive.com>

Digital House MD Limited holds very little paper documentation; it is our policy not to store any paper documentation that is **not** necessary.

- Website projects; while a project is in the development, if there is any documentation printed out, it will not include personal data, only business data.
- Once a project is completed any paper documentation is shredded.

We do have a fire proof lockable cabinet if there are odd pieces of paper that needs to be safely filed for a short time (for example details taken over the phone, written on a piece of paper, on a Friday afternoon before the office closes). Note taking books are also filed in the cabinet where necessary.

How and Why Does Digital House MD Limited will contact you:

- We use the Xero system to contact you about your accounts (invoicing etc.).
- We use one of the email newsletter systems listed above to electronically contact you about Digital House MD Limited. We will contact you about:
- The free events we provide (workshops, networking, business events).
- The free and paid-for events by our local chosen charities and business partners.

How Often Does Digital House MD Limited contact you:

- As a customer: we will contact you as and when required through the Xero system about your account, this maybe about invoicing, website security backups, website upgrades. These emails are sent as and when required.
- As a customer or contact on our data base: we send no more than 8 newsletters a year from Digital House MD Limited. You may get the same email up to three times while counting down to an event.

We take your privacy very seriously and you can UNSUBSCRIBE at every point of contact. You can also write to us through the postal system to be removed from our system.

Other websites

Our website contains links to other websites. This privacy policy only applies to this website so when you link to other websites you should read their own privacy policies.

Changes to our privacy policy

We keep our privacy policy under regular review and we will place any updates on this web page. This privacy policy was last updated on 4th May 2018. We will NEVER sell your information.

Cookie Policy:

Through the use of cookies, the Digital House MD Limited can provide the users of this website with more user-friendly services that would not be possible without the cookie setting.

The Internet pages of the Digital House MD Limited uses cookies. Cookies are text files that are stored in a computer system via an Internet browser.

Many Internet sites and servers use cookies. Many cookies contain a cookie ID. A cookie ID is a unique identifier of the cookie. It consists of a character string through which Internet pages and servers can be assigned to the specific Internet browser, where the cookie was stored. This allows visited Internet sites and servers to differentiate the individual browser from other Internet browsers that contain other cookies. A specific Internet browser can be recognized and identified using the unique cookie ID.

Another example is the cookie of a shopping cart in an online shop. The online store remembers the articles that a customer has placed in the virtual shopping cart via a cookie.

You, the viewer/visitor may, at any time, prevent the setting of cookies through our website by means of a corresponding setting of the Internet browser used, and may thus permanently deny the setting of cookies. Furthermore, already set cookies may be deleted at any time via an Internet browser or other software programs. This is possible in all popular Internet browsers. If the data subject deactivates the setting of cookies in the Internet browser used, not all functions of our website may be entirely usable.

Google Analytics Cookies: <https://policies.google.com/technologies/partner-sites?hl=en-GB&gl=uk>

Google Analytics collects first-party cookies, data related to the device/browser, IP address and on-site/app activities to measure and report statistics about user interactions on the websites and/or apps that use Google Analytics.

Google Analytics uses IP addresses to derive the geolocation of a visitor, the browser type, referral source, length of visit and page views. Google Analytics uses only a portion of an IP address collected, rather than the entire address.

Where we use Google Analytics Advertising Features, Google advertising cookies are collected and used to enable features like Remarketing on the Google Display Network.

Google Analytics is unable to identify a personal profile; by visiting our website, Google Analytics cannot tell us who you are.

If you would like to disable cookies on our website, please see the relevant information below:

Google Chrome:

<https://support.google.com/chrome/answer/95647?co=GENIE.Platform%3DDesktop&hl=en>

Internet Explorer:

<https://support.microsoft.com/en-gb/help/17442/windows-internet-explorer-delete-manage-cookies>

Firefox:

<https://support.mozilla.org/en-US/kb/delete-cookies-remove-info-websites-stored>

Contact details:

This website is owned and managed by Digital House MD Limited.

This Privacy Policy and Cookie policy refers to Digital House MD Limited.

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