This privacy policy is for this website [www.sussexfifreplacegallery.com](http://www.sussexfifreplacegallery.com) and served by ??? (us or you?) and governs the privacy of its users who choose to use it. The policy sets out the different areas where user privacy is concerned and outlines the obligations & requirements of the users, the website and website owners. Furthermore the way this website processes, stores and protects user data and information will also be detailed within this policy.

## Information we may collect from you

Using our website or by registering for any of the products and services we offer, you are confirming to us that you understand and accept that your personal information may be used by us in the manner described below.

**We may collect and process the following data about you:**

* Information that you provide for the purposes of a quotation.
* If you contact us, we may keep a record of that correspondence (including email and phone conversations).
* Your name, address, telephone numbers, email address and other information which you supply to us.
* Details of transactions you carry out via our website and the fulfilment of those transactions.
* Details of your visits to our website including, but not limited to, traffic data, location data, weblogs and other communication data, whether this is required for our own billing purposes or otherwise and the resources that you access.

## Disclosure of your information

We may disclose your personal information to any member of Fountain Digital Ltd.

We may disclose your personal information over to third parties if we are under a duty to disclose or share your personal information in order to comply with any legal or regulatory obligations or in order to enforce our terms and conditions, contracts and agreements; or to protect the rights, property, or safety of our customers, or others.

This includes exchanging information with other companies and organisations for the purposes of fraud protection and credit risk reduction.

## How do we use the information?

**We may use information held about you in the following ways:**

* To audit the usage of our website.
* To carry out our obligations arising from any contract entered into between you and us.
* For training purposes, quality assurance or to record details about the products and services you order from us.
* To satisfy and meet our legal and regulatory requirements.
* To allow you to participate in interactive features of our services, when you choose to do so.
* To notify you about changes to our products and services.
* Should you proceed with this estimate it may be necessary, for the completion of our contract, for us to pass your details on to selected third party contractors. This includes but is not limited to suppliers, installation contractors and regulatory bodies. For this purpose, our processing of your data is necessary for the performance of a contract and your consent is not required. Consent for marketing purposes, limited to being only from ourselves, will always be specifically asked for at the point of quotation.

Unless prescribed by law, we will retain your personal information for no longer than is necessary for the purposes for which the personal information was collected or for which it is to be further processed by us.

## Your rights

You have a right of access to personal information which we may hold about you.

To have inaccurate information about you corrected or to request we stop using your personal information for marketing purposes, access requests should be put in writing to **Sussex Fireplace Gallery, B2 & B3 Chaucer Business Park, Dittons Road, Polegate, BN26 6QH or on email to** hr@sussexfireplacegallery.com**.**

## Use of Cookies

This website uses cookies to better the users experience while visiting the website. Where applicable this website uses a cookie control system allowing the user on their first visit to the website to allow or disallow the use of cookies on their computer / device. This complies with recent legislation requirements for websites to obtain explicit consent from users before leaving behind or reading files such as cookies on a user's computer / device.

Cookies are small files saved to the user's computers hard drive that track, save and store information about the user's interactions and usage of the website. This allows the website, through its server to provide the users with a tailored experience within this website. Users are advised that if they wish to deny the use and saving of cookies from this website on to their computers hard drive they should take necessary steps within their web browsers security settings to block all cookies from this website and its external serving vendors.

This website uses tracking software to monitor its visitors to better understand how they use it. This software is provided by Google Analytics which uses cookies to track visitor usage. The software will save a cookie to your computers hard drive in order to track and monitor your engagement and usage of the website, but will not store, save or collect personal information. You can read Google's privacy policy here for further information  <http://www.google.com/privacy.html>. Other cookies may be stored to your computers hard drive by external vendors when this website uses referral programs, sponsored links or adverts. Such cookies are used for conversion and referral tracking and typically expire after 30 days, though some may take longer. No personal information is stored, saved or collected.

## The Website

This website and it's owners take a proactive approach to user privacy and ensure the necessary steps are taken to protect the privacy of its users throughout their visiting experience. This website complies to all UK national laws and requirements for user privacy.

## External Links

Although this website only looks to include quality, safe and relevant external links, users are advised adopt a policy of caution before clicking any external web links mentioned throughout this website. (External links are clickable text / banner / image links to other websites, similar to; [www.craftykingsboutique.co.uk](http://www.craftykingsboutique.co.uk/) or Kings Trains Models.)

The owners of this website cannot guarantee or verify the contents of any externally linked website despite their best efforts. Users should therefore note they click on external links at their own risk and this website and its owners cannot be held liable for any damages or implications caused by visiting any external links mentioned.

## Adverts and Sponsored Links

This website may contain sponsored links and adverts. These will typically be served through our advertising partners, to whom may have detailed privacy policies relating directly to the adverts they serve.

Clicking on any such adverts will send you to the advertisers website through a referral program which may use cookies and will track the number of referrals sent from this website. This may include the use of cookies which may in turn be saved on your computers hard drive. Users should therefore note they click on sponsored external links at their own risk and this website and its owners cannot be held liable for any damages or implications caused by visiting any external links mentioned.

## Social Media Platforms

Communication, engagement and actions taken through external social media platforms that this website and its owners participate on are custom to the terms and conditions as well as the privacy policies held with each social media platform respectively.

Users are advised to use social media platforms wisely and communicate / engage upon them with due care and caution in regard to their own privacy and personal details. This website nor its owners will ever ask for personal or sensitive information through social media platforms and encourage users wishing to discuss sensitive details to contact them through primary communication channels such as by telephone or email.

This website may use social sharing buttons which help share web content directly from web pages to the social media platform in question. Users are advised before using such social sharing buttons that they do so at their own discretion and note that the social media platform may track and save your request to share a web page respectively through your social media platform account.

## Shortened Links in Social Media

This website and its owners through their social media platform accounts may share web links to relevant web pages. By default some social media platforms shorten lengthy urls [web addresses] (this is an example: http://bit.ly/zyVUBo). Users are advised to take caution and good judgement before clicking any shortened urls published on social media platforms by this website and its owners. Despite the best efforts to ensure only genuine urls are published many social media platforms are prone to spam and hacking and therefore this website and its owners cannot be held liable for any damages or implications caused by visiting any shortened links.