## **Privacy Statement**

Cavalier Labels Ltd is committed to protecting and respecting any personal information you share with us. This statement describes what types of information we collect from you, how it is used by us, how we share it with others, how you can manage the information we hold and how you can contact us.

We will always give you the option not to receive marketing communications from us. We will never send you unsolicited email or communications, or share your data with anyone else who might. We do not sell your information to third parties.

The contents of this statement may change from time to time so you may wish to check this page occasionally on our website to ensure you are still happy to share your information with us. Where possible, we will also contact you directly to notify you of any substantial changes.

This version of our Privacy Statement is effective from 25 May 2018.

### What information do we collect?

We collect information about you when you engage with our website or submit other applications. We only collect information which is necessary, relevant and adequate for the purpose for which you have provided such information.

### How do we use this information?

We will only process information that is necessary for the purpose for which it has been collected. You will always have the option not to receive marketing communications from us (and you can withdraw your consent or object at any time). We will never send you unsolicited email or communications, or share your personal information with anyone else who might.

#### How do we share this information?

We do not sell your information to third parties. We do not share your information with third parties.

### How long do we keep your information for?

We will not hold your personal information in an identifiable format for any longer than is necessary. If you are a customer or otherwise have a relationship with us we will hold personal information about you for a longer period than if we have obtained your details in connection with a prospective relationship.

### How can you manage the information we hold about you?

You have the right as an individual to access your personal information we hold about you and make corrections if necessary. You also have the right to withdraw any consent you have previously given us and ask us to remove information we hold about you.

# **Image Copyright**

We pride ourselves on honouring and respecting the integrity of copyrights at all times. Due to our long established association and knowledge of the print industry, we would like to assure you that we will never reproduce any of your copyrighted images without your instructions or express permission.

## **Cookie Policy**

### What is a cookie?

A cookie is a piece of information in the form of a very small text file that is placed on an internet user's hard drive. It is generated by a web page server, which is basically the computer that operates a web site. The information the cookie contains is set by the server and it can be used by that server whenever the user visits the site. A cookie can be thought of as an internet user's id card, which tell a web site when the user has returned.

#### What cookies do we use?

Along with millions of other website owners, we use Google Analytics on cavalierlabels.co.uk which uses the cookie functionality. Google Analytics is a piece of software that grabs data about our visitors (you). It's something like an advanced server log.

# What does Google Analytics record?

What website you came from to get here how long you stay for what kind of computer you're using and quite a bit more

# What do we do with your data?

The tracking information allows us to better understand the kind of people who come to the site and what content they're reading. This allows us to make better decisions about design and writing. Occasionally, we will compile aggregate statistics about the number of visitors this site receives and browsers being used. No personally identifying data is included in this type of reporting. All our activity falls within the bounds of the Google Analytics Terms of Service.