



LIGHT HOUSE DESIGNS  
Interior and Exterior Lighting Design

## **PRIVACY POLICY**

This privacy policy sets out how Light House Designs uses and protects any information that you give us during the course of your contract.

Light House Designs is committed to ensuring that your privacy is protected. Should we ask you to provide certain information by which you can be identified, then you can be assured that it will only be used in accordance with this privacy statement.

Light House Designs may change this policy from time to time by updating this page. You should check this page regularly to ensure that you are happy with any changes. This policy is effective from 1<sup>st</sup> September 2010.

We may collect the following information:

- Name and job title.
- Contact information including email address.
- Demographic information such as addresses and postcodes.
- Photographs of site, prior to completion and on completion.

We require this information to understand your needs and provide you with a better service, and in particular for the following reasons:

- Internal record keeping.
- We may use the information to improve our service and designs.

### **Security**

We are committed to ensuring that your information is secure. In order to prevent unauthorised access or disclosure, we have put in place suitable procedures to safeguard and secure the information we collect.

### **Controlling your personal information**

We will not distribute, lease or sell your personal information to third parties unless we have your permission or are required by law to do so. If you believe that any information we are holding on you is incorrect or incomplete, please write to or email us as soon as possible, at the below address.