

## Privacy Policy

### 1. Visitors

We do not collect information from visitors to the site other than the standard cookie that is left on your PC after a visit. This is done because cookies enable webmasters to do useful things like find out whether the computer (and probably its user) has visited the website before. This is also done on a repeat visit by checking to see, and finding, the cookie left there on the last visit.

It is possible to block your browser from collecting cookies, you should consult your browsers documentation on doing this.

Email addresses and other contact information supplied via email and the online forms are only kept for the purpose of correspondence. We do NOT under any circumstances sell your email address or contact information on to third parties, nor do we add it to any marketing list or newsletter.

We will only ever contact you regarding your initial query (or issues that arise from it) and after a period of 12 months from our last contact with you, your information will be removed from our systems. If you wish for your information to be removed sooner we will do so at your request.

### 2. Clients

Client information is stored on a secure, offline system and is restricted to contact information only. We do not hold any client payment details.

We do NOT under any circumstances sell your email address or contact information on to third parties, nor do we pass it add it to any marketing list or newsletter.

Should you cease to be a client of Horizon Web Development we will remove your information after a period of 12 months from our last contact with you. If you wish for your information to be removed sooner we will do so at your request.

### 3. Access to your information

You have the right to request a personal copy of all the information Horizon Web Development hold about you and you can do so by using this form and clearly stating your request. A small fee is charged for this, to cover postage.

## Further Information

The Information Commissioner's Office is the UK's independent authority set up to promote access to official information and to protect personal information - Visit at <http://www.ico.gov.uk/>