

## Data Protection:

### **Levells Design Limited comply with the EU General Data Protection Regulation (GDPR) to process, protect, and remove personal data held by the company.**

If we hold any personal data about you this may include some or all of the following: your name, the name of your employer, your role, your email address, phone number, and/or workplace address. We collect this data through our business with you and/or the organisation you work for, or via subscription to our marketing mailing list.

We use your data to contact you about projects (past, current, future and/or potential) with Levells Design Limited, and to send general marketing emails which may be of interest to you and/or your employer. You can unsubscribe from these marketing emails at any time either by sending a request via [info@levells.co.uk](mailto:info@levells.co.uk) or by clicking the 'Unsubscribe' link in a marketing email. (If you're a client of Levells, you'll still get what are known as 'transactional emails' – i.e. we'll still email you about projects or other ongoing work.) We don't share, sell, or use your personal data for profiling purposes – and keep personal data only for as long as either necessary for legitimate and essential business purposes, or legally obliged to do so.

Data security is important to us and we implement appropriate technical and organisational measures to help protect the security of your personal data; however, please note that no system is ever completely secure. We have implemented various policies including encryption, restricted access, and a retention limit (of up to 20 weeks) following the end of a business relationship, to guard against both unauthorised access to personal data, and retention of outdated/unnecessary personal data.

For any questions or requests about your data in respect of Levells Design Limited, please email [info@levells.co.uk](mailto:info@levells.co.uk) For full details about your rights in respect of GDPR, please visit the Information Commissioner's Office website: <https://ico.org.uk/for-organis...>

We may occasionally make changes to this Data Protection information. When we make material changes to this information, we'll provide you with notice as appropriate under the circumstances – a direct change to the policy on this web page in line with changes in regulation, and for any other changes, via a public notice on our website and/or by sending you an email.

Last updated: May 2018.

## **Disclaimer:**

Considerable care has been taken in preparing the information and material for this website, however, Levells Design Limited accepts no responsibility or liability for any loss or damage arising from inaccurate, incomplete or out of date information contained herein.

Links to third party websites are provided for convenience only and Levells Design Limited is unable to provide any warranty concerning the accuracy or completeness of any information held within these third party sites. Furthermore, by linking to other websites, Levells Design Limited in no way endorses the opinions or information held within such sites.

## **Copyright:**

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## **Use of Cookies:**

See Levells Design Limited Cookie Policy.

## **Equality & Diversity:**

Levells Design Limited have a written Equality & Diversity Policy. We ensure we do not treat one group of people less favourably than others because of their gender, gender orientation, race, ethnic origin, disability, age, nationality, national origin, sexuality, religion or belief, marital status or social class, in relation to decisions to recruit, train or promote people. We oppose all forms of discrimination.

## **Environment:**

Levells Design Limited is committed to minimising the impact of its activities on the environment. All employees are home-based so do not commute; we limit work-based travel, and use public transport whenever possible. We minimise waste by ensuring processes are as efficient as possible.

## **Health & Safety:**

Levells Design Limited have a written Health and Safety Policy as per the requirement under section 2 of the Health and Safety at Work Act 1974. Our written Health and Safety Policy statement is reviewed on a regular basis and revised to account for any changes in working procedures.