



Webtex Web Design Limited Privacy Policy

Webtex Web Design Limited (Webtex) is registered under the Data Protection Act in accordance with the regulations set out by the Information Commissioner's Office (ICO). Our registration reference is A8325215.

Webtex is committed to protecting all data relating to clients, staff and sub-contractors as required by the General Data Protection Regulation (GDPR) which comes into force on 25 May 2018. We are introducing policies to ensure data is collected, used, stored and retained in an appropriate way.

Legal basis

Webtex collects your personal data on the website form, by email, by telephone and/or in person in order to fulfil our contractual obligation to complete your work.

Your personal details – data collection

If you are a customer with Webtex, you are required to supply your company name, your name, address, telephone number, email address and web address (if applicable). This information will be added to the Webtex customer database and used for invoicing and site updates/offers. The telephone number is used to contact you in the event of unpaid invoices and for website-related reasons. The email address is used to send invoices and correspondence to you.

Data Retention

Your data will be stored in our customer database and in our email address book for as long as you are a customer with us regardless if you have an existing website or if your site is in process, in temporary hiatus or if you no longer have a website with us but have ongoing or possible future website or online business development needs.

Data sharing

Webtex will not pass your personal details to any third party.

Who can access your information?

Only the Data Controller (Mr Tim Shortt) has regular access to the database. A member of staff or sub-contractor may be given temporary access if it is necessary when the Data Controller is not available.

If a sub-contractor works on creation, building or development of your website or any aspect of your online business, they may become aware of your name, company, etc.

Occasionally, a sub-contractor and client may need direct contact to clarify website-related queries. Specific permission will be obtained from both before any information is shared, and the information shared will be restricted to whatever is necessary, for example telephone number if a conversation is needed.

You can ask to know what personal information Webtex holds for you at any time. Requests should be sent to the Data Controller.

Right of erasure

If at any time you would like your details to be deleted from our database, please contact the Data Controller.

You may withdraw your consent at any time by contacting the Data Controller.

It is the responsibility of the customer to let Webtex know if you no longer wish us to store your information.

Complaints

Any complaints about how your data is being processed should be sent to the Data Controller who can be contacted by e-mailing tim@webtexwebdesign.com