

Privacy Policy

The owner of this website <www.apollocommunication.co.uk> is Edward Anthony Dundon. The following privacy policy is between you, the user of this website and its owner. The owner of Apollocommunication (Edward Anthony Dundon) takes your privacy seriously and will only use your personal information to administer your account and to provide the services you have requested from us.

However, from time to time we would like to contact you with details of other [copy-editing](#), [proofreading](#) and [copywriting services](#) we may provide. If you agree to us notifying you for this purpose, please tick below how you would like us to contact you:

Post

Telephone

Email

Text message

The following definitions are used in this privacy policy:

Data: Collectively all information you provide to Edward Anthony Dundon through <www.apollocommunication.co.uk>

Edward Anthony Dundon: 185 Murray Road, London W5 4DD, United Kingdom.

Website: <www.apollocommunication.co.uk> the website that you are using and any subdomains of this site.

User/You: Any third party that accesses the website and is not employed by Edward Anthony Dundon and acting in the course of its employment and engaged in the provision of services to Edward Anthony Dundon or accesses the website for the provision of such services.

Extent of the privacy policy:

This privacy policy relates only to the actions of Edward Anthony Dundon and users of <www.apollocommunication.co.uk>. It does not relate to any websites that may be accessed from this website, but is not limited to any links provided to social media websites.

Data collected:

We may collect the following personal data:

- Name
- Email address
- Telephone number
- Postal address
- IP (Internet Protocol) address

Use of your data:

- The data controller is Edward Anthony Dundon.
- Your data will be held for 12 months.
- Your data will not be disclosed to third parties, unless we are required by law to do so and subject to any third party disclosures as set out in this policy. This includes companies within our profession.

- All personal data is stored according to the provisions of the Data Protection Act 1998. Please see Security below.
- From time to time, some of the above data may be required by us in order to provide you with the best possible service(s) in using our website.
- Data may be used specifically for the transmission of promotional and/or selling material that may interest you, in accordance with this privacy policy.

Third party websites:

Edward Anthony Dundon and <www.apollocommunication.co.uk> may employ other services for dealing with certain processes for the operation of the website. Providers of these other services do not have access to personal data provided by the users of this website.

Links to other websites:

Occasionally, <www.apollocommunication.co.uk> may provide links to other websites. We are not responsible for the content of other websites. This privacy policy does not extend to the use of these websites, and you should read the privacy policy and relevant statements of these websites.

Change of business ownership:

Edward Anthony Dundon may reduce or expand the business and this may involve the sale of all and/or part of Apollocommunication. Data provided by users, where relevant to any part of the business transferred will, under the terms of this privacy policy, be transferred to the new owner, who will be permitted to use the data for the purposes that it was supplied to us.

In the event of a business transfer, we may disclose data to a prospective buyer of the business or part of it.

The privacy of clients of the business will be protected at all times.

Accessing your data:

Clients of <www.apollocommunication.co.uk> have the right to ask for a copy of any personal data that is held by the business. The fee for this service will not exceed £15 (sterling).

Security:

Apollocommunication has electronic, physical and managerial procedures in place to safeguard personal data that the website collects.

We will always protect your personal data. The transmission of data in the internet, however, is at your own risk.

Other considerations:

Clients may not transfer any of their rights under this policy to another person.

Apollocommunication may transfer their rights, where it believes your rights will be unaffected.

If any court or competent authority finds that any part of this privacy policy is illegal, invalid or unenforceable, that provision or part thereof of the privacy policy will, to the extent required, be deleted and the validity and enforceability of the other provisions will be unaffected.

This privacy policy agreement will be governed and interpreted according to the laws of England and Wales. In addition, all disputes relating to the privacy policy agreement will be subject to the jurisdiction of English and Welsh courts.

Changes to privacy policy:

From time to time, Apollocommunication (Edward Anthony Dundon) reserves the right to change this policy as may be thought necessary, or as may be required by law. Changes will be posted on the website and clients are presumed to have accepted the terms of the privacy policy on their first use of the website after any alterations.

Contact:

Edward Anthony Dundon ea.dundon@btinternet.com or info@apollocommunication.co.uk

May 17, 2018