



TexturedWeb Ltd

Data Protection Policy - GDPR Compliance

Who we are:

We are TexturedWeb and we deliver website services to SMEs (small to medium sized enterprises). Our services include web design, website hosting and website support.

What information do we collect:

We do not collect any personal data that will identify our clients as individuals. All of our communications with our clients are via a secure Gmail account. We have one single word document that is stored on our network which contains the email addresses of each of the people who have contacted us. This document is password protected. It only contains the name of the SME and the email addresses that are associated with it.

Why we store these addresses:

We store these email addresses in this one document so that we can easily send circular emails to our clients when we think it necessary. For example, primary schools will receive an email at the start of the school year to remind them of certain information posts that need to be in their websites, such as notices of events for the coming term or school dinner menus etc.

Bulk Email Providers:

Many companies use bulk email providers through which to perform marketing campaigns. We do not use these tools or marketing techniques, so your email data stays only with us on our network and also on the Gmail account that we use to contact you throughout the year.

Marketing:

There are times when TexturedWeb will collect data from the internet in order to produce a postal marketing campaign. This will culminate in the form of a spreadsheet where the addresses of all of the SME establishments we are going to contact will be stored. The data is simply used to send out a postal advert. All of the information that is in these spreadsheets is already within the public domain. The information we store is solely for the use of marketing. SMEs who are already our clients do not appear on these lists.

Information that is sent to us:

From time to time some schools will send over to us files with personal data in it, such as staff lists or governor details. In such cases we will download the file to a single folder, named after the school. This named folder serves as a docking station for school files. It means that we can easily locate the files that have been sent to us by a particular school and not get them mixed up with files sent from other schools, especially when files are sent with the same name, such as 'staff list' or a school newsletter, where the date has been used as part of the school letter's title. We will then add the file to the website and leave the downloaded file in its folder for a time as a reference point only. The duration for which we keep the file will vary according to the type of file sent. For example, we

will keep policy documents until new ones are sent to replace the older ones. Newsletters, however, can be deleted at the end of the academic year.

Website Cookies:

Tracking Plugins:

Our website does not track who is looking at it. If we ever use plugins that will detect traffic flow in order to generate a statistical analysis of how the site is being viewed and by how many users, then the information gained is only visitor behaviour patterns and not visitor details. This information is only processed, therefore, in a way which does not identify the people who visit the site.

General Plugins:

From time to time we may install plugins on our websites and these plugins may use cookies. We ensure that any plugin we use does not track the personal data of the website visitors.

Sharing Information:

We do not share information on our clients to anyone. All information sent over to us for adding to the website is used solely for that purpose.

Access to Information:

You are entitled to view, amend, or delete the personal information that we hold. Email your request to our data protection officer Julia Waters at texturedweb@gmail.com.

Next Review Date:

Our policy is renewed annually each September.