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Wordsmiths International Ltd Privacy Policy

This notice provides information about how Wordsmiths International Limited (Wordsmiths) uses any personal information that the company holds about you.

What information does Wordsmiths hold about you?

Wordsmiths collects contact details and other relevant information when you or your organisation purchases services from the company. Only information that enables Wordsmiths to provide relevant services is stored.

Wordsmiths does not use cookies on its web site to collect client information. This privacy policy applies to the Wordsmiths web site www.wordsmiths.eu.com as well to direct communications with the company by email, letter, telephone or messaging programmes.

Why and how does Wordsmiths collect and hold information about you?

Wordsmiths holds and processes information about you only in order to carry out contracted services for you or your organisation.

Who might Wordsmiths share your information with?

Wordsmiths will not share your information with any third parties for marketing purposes.

How long will Wordsmiths retain your information?

Your information will only be retained while you have a commercial relationship with Wordsmiths and for up to seven years after that relationship has ended if there is a legitimate reason to do so.

You have the right to request that Wordsmiths deletes any data that it holds about you. We will comply with this request with the legal timeframe.

How can you access the information that Wordsmiths retain about you?

You have the right to request a copy of the information that Wordsmiths retains about you. Please email or write to us using the contact details at the head of this notice.

Wordsmiths has an obligation to ensure that your personal information is accurate and up to date. Please ask Wordsmiths to correct or remove any information that you believe is incorrect.

You have the right to lodge a complaint with the supervisory authority for data protection. In the UK, this is:

Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF.
Tel: 0303 123 1113

Changes to Wordsmiths' privacy policy

Wordsmiths keeps its privacy policy under regular review and will place any updates on its web site.