

## Introduction

I am committed to protecting any data collected concerning you. By using my services, you agree to the use of the data collected in accordance with this Privacy Policy. I collect the minimum amount of information about you that is commensurate with providing you with a satisfactory service. This Policy indicates the type of processes that may result in data being collected about you.

## Information Collected

I may collect any or all of the information that you give me depending on the type of transaction you enter into, including your name, address, telephone number, and email address, together with data about your use of the website. Other information that may be needed from time to time to process a request may also be collected as indicated on the website.

## Information Use

I use the information collected primarily to process the task for which you visited the website. Data collected in the UK is held in accordance with the Data Protection Act and GDPR. All reasonable precautions are taken to prevent unauthorised access to this information. Contact the Information Commissioner's Office for further information regarding the Data Protection Act and GDPR. An example of the use to which I put information supplied by you is that, if you ask me to quote for a "Minimum Visit Charge", I will ask you for your postcode so that I can calculate my journey time to you.

## Cookies

Your Internet browser has the in-built facility for storing small files, called "cookies", that hold information about your visit to my website. When visiting the site for the first time - or when visiting for the first time after deleting your cookies - you will be asked whether you consent to the placing of cookies on your computer/device. Cookies can be divided into three types:

## Necessary Cookies

These are cookies that are essential for the proper functioning of the site. If you wish to use a website, then you must accept that necessary cookies will be placed on your computer/device. Necessary cookies are usually "session cookies" - ie they are deleted as soon as you leave the site. In the case of [www.davidleonard.london](http://www.davidleonard.london), there is just one necessary cookie. It is a session cookie called PHPSESSID. The PHPSESSID cookie is native to PHP and enables websites to store serialised state data. It is used to establish a user session and to pass state data via a temporary cookie (a "session cookie") that is deleted when you close your browser.

## Non-necessary Cookies

This website uses analytics services by Google and Woopra to collect information about the use of this website, such as number of visits, pages visited, popularity of certain content. Analytics tools use tracking cookies to recognize your device and compile information about you. They collect information such as what pages you visit and how much time you spend on these pages, the IP address assigned to you, what operating system and web browser you use. If you disable these cookies I will not know when you have visited the site, and will not be able to monitor and improve its performance.

## Third Party Cookies

These are placed on your computer when you visit a website, but they are placed by another party (eg by an advertiser on a website or by social media in the form of “like” buttons). I do not carry any advertising on my website and no cookies are placed by any advertising or social media entity. Since these are the type of cookies that follow your movement from website to website, they are by far the most intrusive and the most prodigious in collecting data about you and your internet use. I repeat that THERE ARE NO THIRD PARTY COOKIES ON THIS WEBSITE APART FROM WOOPRA AND GOOGLE ANALYTICS.

When you first visit my website, you are invited to “accept” or “reject” cookies. This is what happens:

## Reject Cookies

- necessary cookies will still be placed on your computer/device. No other type of cookies will be placed. The only necessary cookie on this website is “PHPSESSID”.

## Accept Cookies

- all of the necessary and non-necessary cookies listed above will be placed.

Depending on which web browser you use, you may be able to configure it so that all cookies (both session cookies and persistent cookies) are deleted as soon as you close the browser. With all browsers, you can delete all cookies at any time by typing Ctrl, Shift, and Delete simultaneously and then following the onscreen prompts to delete the data. These actions will delete ALL cookies held by your browser.

For a detailed, independent, examination of the cookies on this site, visit <https://webcookies.org/cookies/www.davidleonard.london/22842731>

## Disclosing Information

I do not disclose any personal information obtained about you from this website to third parties. I may use the information to keep in contact with you and inform you of

developments associated with my business. You will be given the opportunity to remove yourself from any mailing list or similar device. I may from time to time provide information of a general nature to third parties - for example, the number of individuals visiting my website or completing a registration form, but I will not use any information that could identify those individuals.

### **Changes to this Policy**

Any changes to this Privacy Policy will be placed here and will supersede this version of the policy. I will take reasonable steps to draw your attention to any changes in this policy. However, to be on the safe side, I suggest that you read this document each time you use the website to ensure that it still meets with your approval.

### **Contacting Me**

If you have any questions about this Privacy Policy, or if you want to know what information I have collected about you, please email me at [web@davidleonard.london](mailto:web@davidleonard.london). You can also correct any factual errors in that information or require me to remove your details from any list under my control.