



Word Smiths  
6 Merthyr Road  
Abergavenny NP7 5BT  
01873 857556 / 07815 857558 / 07815 857559  
info@word-smiths.co.uk www.word-smiths.co.uk

## Word Smiths Privacy Policy Statement

This website is owned by Word Smiths, Bellevue House, 40 Western Road, Abergavenny NP7 7AD, UK.

Word Smiths is an independent partnership specialising in the creation and delivery of learning materials and training packages. We are also copywriters/editors, audio book publishers, typesetters/designers and print managers/brokers. The partnership was established in 1988 and is based in Abergavenny, Monmouthshire.

This privacy policy may be updated from time to time in order to comply with evolving legislation and standards.

Please check this page periodically for changes. Your continued use of this site following the posting of any changes to this policy will imply acceptance of those changes.

We will:

- Not collect any personal information, except that which is knowingly and specifically supplied to us.
- Not sell, pass on or share your information to any other organisation, unless you have specifically given us permission to do so.
- Take all reasonable steps to ensure the privacy of your personal information.
- Comply with data protection legislation.

### Information held/collected

Personal information (eg name, address, e-mail address, fax number, telephone number, company details etc) is collected only as a result of normal business contact. It is entirely up to you whether or not you wish to disclose this information. We do not purchase or use commercial mailing lists.

Non-personal information (eg IP address, pages visited, files downloaded) is not currently collected, as the Word Smiths website does not currently use cookies. If the design of the site changes in the future, so that it does use cookies, non-personal data such as the above may be collected automatically to help us determine how many people visit the site, the frequency of visits and the most and least popular pages. This purpose of such collection activity is to monitor and improve our website service.

Information is stored only in Word Smiths' databases at our office at Bellevue House, 40 Western Road, Abergavenny, NP7 7AD, UK.

You can:

- Ask us at any time for a copy of the personal information that we hold about you.
- Request a correction of any such information.
- Request a deletion of any such information.

### More information

For any clarification of this privacy policy, please contact Nick Smith: [nick@word-smiths.co.uk](mailto:nick@word-smiths.co.uk).

A handwritten signature in blue ink that reads 'Jane Smith'.

A handwritten signature in blue ink that reads 'Nick Smith'.

January 2016