

# Privacy Policy & Terms and Conditions

## Data protection policy

### 1. Introduction

Welcome to CreativeByDefinition!

The Terms and Conditions are accepted by the User upon use of this website. Our Company reserves the right to update, change or replace any part of this Agreement by posting updates and/or changes. It is the User responsibility to check the website periodically for changes.

### 2. Information Collected & Use of information

Our Company takes privacy seriously and we will only use personal information to provide services requested by the User.

The User can provide information to our company via email or filling the web form.

The email address provided by the User will only be used for responses to commercial inquires, special offers, requested education materials and communication during design project creation.

Company information provided by the User will only be used for contracts and invoices when requesting a certain service.

Our company does not send newsletters to User.

Our website may contain code snippets used for statistics / analytics (Google), however our Company took extreme precautions so User IP is anonymized, therefore no personal data is being collected.

All individuals who are subject of personal data held by our Company are entitled to:

- Ask what information the Company holds about them
- Ask for updates of the information
- Demand deletion of the information

This type of requests should be done by email.

### 3. Security Measures

The personal data is not stored in any data base. When data is stored on paper, it will be located in locked facilities. When data is stored using email clients, these will be protected by password. All computers containing data will be protected by using an antivirus software. We take certain measures to enhance the security of our website, however the User should also take precautions like use of firewall and antivirus to be protected from threats.

### 4. Third Party Access to User Information

Our Company will not communicate User information to other parties unless the User itself requests this information transfer. Information can be released to third parties for exceptional reasons like legal reasons.

### 5. Third Party Websites

Our Company may post links to third party websites on our website. Additionally, other materials made available through our website may contain third party website links or files. These third party websites and files are not screened for privacy or security issues and our Company is released from any liability for the conduct of these third parties.