

## **Privacy Policy**

Please read the disclaimer and privacy policy carefully before using this website. By using this website, you agree to the terms of the disclaimer and privacy policy. If you do not agree to these terms, please do not use this website.

At Ashford Web Services, we are sensitive to privacy. We believe in simple, straightforward policies. The information noted below only applies to the Ashford Web Services website. Ashford Web Services is not responsible for the privacy practices or the content of the websites to which it links.

## Our Commitment to Privacy

We believe that the responsible use of personal information collected on our website is critical. We have therefore adopted this Privacy Statement. The extent and type of information we receive from you on our external websites depends on the information you provide to us through our contact mailboxes and/or via any of the contact forms within this website and/or through any registration processes on this website and/or via making a purchase on this websites.

## Use of Information

We only use your personally identifiable information to respond to your requests and to provide you with information about Ashford Web Services' services. We may also use this information to provide you with marketing material about Ashford Web Services, unless you opt out of receiving this information as provided below. We also use personal information for the purposes of providing our services to clients, maintaining client relationships (such as informing our clients and prospective clients of products and services that may be of interest to them) and for our other related business activities.

## **Collecting Information**

Ashford Web Services uses Google Analytics to monitor traffic to and on the websites but does not collect any personal data from visitors to its website that is not voluntarily provided. Our website may invite you to contact us or to provide information about yourself.

We use the information you provide to:

- provide you with details of website products, training courses or related services if you are or become a client of Ashford Web Services, and/or handle any requests that you may have;
- carry out, monitor and analyse our business or website operations;
- contact you (unless you tell us that you prefer us not to) regarding website products, training courses or related services that may be of interest to you; and
- comply with any applicable laws or regulations in any country.

## **Sharing Information**

The personal information you provide to us will be retained only for as long as necessary to fulfil the purposes for which the information was collected or as required by law. We do not sell or share personal information with third parties except as necessary to carry out our business or your request or as required by law or other legal processes, and we never sell your personal information. We may transfer your personal information to other offices of the Company for the purposes set out for use of personal information in this Privacy Policy. By submitting data to Ashford Web Services electronically, you are providing explicit consent to trans-border transmission of data collected via our website.

# Safeguarding Information

We have technological and operational security policies and procedures in place to protect your personally identifiable information from loss, misuse, alteration or unintentional destruction. The Ashford Web Services personnel who have access to the data have been trained and are required to maintain the confidentiality of such information. We do not guarantee that these safeguards will always work.

## Website Security and the Importance of Cookies

Our commitment to safeguarding your online experience goes beyond HTTPS and SSL certificates; it extends to the responsible use of cookies. These two technologies work together to ensure your data is kept safe and to enhance your browsing experience. Here's how they contribute to your security and convenience:

#### **HTTPS and SSL Certificates: Protecting Your Data**

**1. Encryption**: When you enter personal data, like login credentials or credit card information, it undergoes encryption. This process transforms your sensitive details into a code that's readable only by the intended recipient, which is the website's server. Even if someone tries to intercept this data during transmission, it remains indecipherable.

**2. Data Integrity**: Besides encryption, data integrity is upheld. This guarantees that the information you send remains unchanged during its journey from your browser to the website's server. If unauthorized modifications are detected, the SSL certificate intervenes to prevent the transmission of tampered data.

**3.** Authentication: SSL certificates serve as a form of digital identification for websites. They confirm the legitimacy of the site you're visiting, protecting you from phishing attacks and ensuring you share data only with trustworthy sources.

**4. Visual Trust Indicators**: To make this security tangible, your browser displays visual cues when you're on a secure website. Look for the padlock icon in the address bar and a URL beginning with "https://". These signs signify that your data is secure and boost your confidence in your online interactions.

**5. Protection Against Eavesdropping**: Without these security measures, your data would be transmitted as plain text, susceptible to eavesdroppers. However, encryption makes it significantly harder for cybercriminals to intercept and decipher your personal information.

**6. Search Engine Preference**: Secure websites tend to rank higher in search engine results because search engines prioritize user safety. This means that when you search online, you're more likely to encounter websites that value your data's protection.

#### **Cookies: Enhancing Your Browsing Experience**

While HTTPS and SSL certificates ensure the safety of your data, cookies enhance your browsing experience in the following ways:

**1. Personalization**: Cookies remember your preferences, making your future visits to the website more tailored to your needs.

**2. Efficiency**: They improve website performance by storing information like login details and items in your shopping cart, ensuring a smoother and more efficient user experience.

**3. Analytics**: Cookies help website owners understand how users interact with their sites, allowing them to make improvements and offer better content.

In summary, when you encounter the "https://" and padlock icon in your browser, your personal data is being treated with the utmost care. It's encrypted, its integrity is preserved, and you're on a verified, secure website. Moreover, the responsible use of cookies enhances your online journey, providing personalization, efficiency, and valuable insights for a more enjoyable browsing experience. Your online interactions are not only convenient but also highly secure.

### **Questions and Comments**

Ashford Web Services recognizes its responsibility for protecting the online privacy of your personal information. If you have questions or comments about our administration of your personal information, or would like to opt out of receiving any marketing material from us, please contact us. You may also use this address to communicate any concerns you may have regarding compliance with this Privacy Policy. Ashford Web Services, 4 Stowell Close, Ashford, Kent TN23 5HS.