

Privacy Policy

This Privacy Policy sets out how **365Fab** collects, stores, and uses information about you when you use or interact with our website. This Privacy Policy is effective from November 1st, 2020.

Summary

This section summarizes how we obtain, store and use information about you. **It is intended to provide a very general overview only. It is not complete in and of itself and it must be read in conjunction with the corresponding full sections of this Privacy Policy.**

- **How we collect or obtain information about you:**
 - when you provide it to us e.g. by signing up for content such as special offers, or newsletters.
 - from your use of our website, using cookies
- **Information we collect:** name and email address
- **How we use your information:** for administrative and business purposes (particularly to advertise our services.)
- **Disclosure of your information to third parties:** user information will not be shared
- **Do we sell your information to third parties (other than in the course of a business sale or purchase or similar event):** no, we do not sell data.
- **How long we retain your information:** for no longer than necessary, taking into account any legal basis we have for using your information (e.g. your consent, performance of a contract with you or our legitimate interests as a business).
- **Use of cookies and similar technologies:** we use cookies and similar information-gathering technologies on our website.
- **Your rights in relation to your information**
 - to access your information and to receive information about its use
 - to have your information corrected and/or completed
 - to have your information deleted
 - to restrict the use of your information
 - to receive your information in a portable format
 - to object to the use of your information
 - to withdraw your consent to the use of your information
 - to complain to a supervisory authority
- **Sensitive personal information:** we do not knowingly or intentionally collect what is commonly referred to as 'sensitive personal information'. Please do not submit sensitive personal information about you to us.

Our details

If you have any questions about this Privacy Policy, please contact us at email address.

Email: info@365fab.us

When you send an email to the email address displayed on our website we collect your email address and any other information you provide in that email (such as your name, telephone number and the information contained in any signature block in your email).

Transfer and storage of your information

We use a third-party email provider to store emails you send us.

Our third-party email provider is Microsoft Office 365, located in the USA. Their privacy policy is available here: <https://products.office.com/en-gb/business/office-365-trust-center-welcome>.

Enquiry forms

When you contact us using an enquiry form, we collect your personal details and match this to any information we hold about you on record. Typical personal information collected will include your name and contact details. We will also record the time, date and the specific form you completed.

Transfer and storage of your information

Messages delivered to us via our contact form will be stored within the USA on our email provider's servers. Our third party email or provider is Microsoft Office 365.

Their privacy policy is available here: <https://products.office.com/en-gb/business/office-365-trust-center-welcome>

When you use our website

We collect and use information from individuals who interact with particular features of our website in accordance with this section.

Special offers and Newsletters

When you sign up for any of our special offers and/or newsletters by completing the sign-up form, we collect your name, email address, location, and your newsletter /special offer preferences. We will also record the time and date of form completion.

We may also use this information to tailor any follow up sales and marketing communications with you.

Transfer and storage of your information

We use a third-party service to send out our e-newsletter and administer our mailing list, Mailchimp.

Their privacy policy is available here: <https://mailchimp.com/legal/>

Information you submit to subscribe for our mailings will be stored on servers in the United States.

Changes to our Privacy Policy

We update and amend our Privacy Policy from time to time.

Minor changes to our Privacy Policy

Where we make minor changes to our Privacy Policy, we will update our Privacy Policy with a new effective date stated at the beginning of it. Our processing of your information will be governed by the practices set out in that new version of the Privacy Policy from its effective date onwards.

Major changes to our Privacy Policy or the purposes for which we process your information

Where we make major changes to our Privacy Policy or intend to use your information for a new purpose or a different purpose than the purposes for which we originally collected it, we will notify you by email (where possible) or by posting a notice on our website.

We will provide you with the information about the change in question and the purpose and any other relevant information before we use your information for that new purpose.

Wherever required, we will obtain your prior consent before using your information for a purpose that is different from the purposes for which we originally collected it.

Children's Privacy

Because we care about the safety and privacy of children online, we comply with the Children's Online Privacy Protection Act of 1998 (COPPA). COPPA and its accompanying regulations protect the privacy of children using the internet. We do not knowingly contact or collect information from persons under the age of 18. The website is not intended to solicit information of any kind from persons under the age of 18.

It is possible that we could receive information pertaining to persons under the age of 18 by the fraud or deception of a third party. If we are notified of this, as soon as we verify the information, we will, where required by law to do so, immediately obtain the appropriate parental consent to use that information or, if we are unable to obtain such parental consent, we will delete the information from our servers. If you would like to notify us of our receipt of information about persons under the age of 18, please do so by contacting us by using the details at the top of this policy.