

Effective Date: 10 July 2024

At Clique UX & Design ("Clique", "we", "us", "our"), we are committed to protecting your privacy. This Privacy Policy outlines how we collect, use, store, and protect your personal information. By using our services, you consent to the practices described in this policy.

How We Collect Your Data

We may collect the following types of personal information through various means:

- **Directly from You:** When you contact us, complete the design proposal request form on our website, or communicate with us through email.
- **Automatically:** Through your use of our website, which may include cookies that capture and remember certain information about your browser and browsing habits.

Types of Data Collected

- **Contact Information:** Name, email address, and phone number.
- **Project Information:** Details about your project requirements, preferences, and any other information you choose to provide.
- **Payment Information:** While we do not collect your bank details directly, we will have records of payments made to our business account.

What We Do with Your Data

We use the collected information for the following purposes:

- **Communication:** To respond to your inquiries, send updates, and provide customer support.
- **Service Delivery:** To understand your project needs and deliver the requested design services.
- **Internal Record Keeping:** To maintain accurate records of our interactions and transactions with you.
- **Payment Processing:** To process payments for our services.
- **Promotional Emails:** From time to time, we may send promotional emails about new services, special offers, or other information we think you may find interesting.

Information Sharing and Disclosure

We do not sell, trade, or otherwise transfer your personal information to outside parties, except as required by law or as necessary to provide our services. We may share your information with trusted third parties who assist us in operating our business or servicing you, provided those parties agree to keep this information confidential.

Data Security

We strive to maintain the safety of your personal information through reasonable security measures. However, no data transmission over the internet can be guaranteed to be completely secure.

Use of Cookies

Our website uses cookies to enhance user experience. Cookies are small files that a site or its service provider transfers to your computer's hard drive through your web browser (if you allow) that enables the site's or service provider's systems to recognise your browser and capture and remember certain information. This helps us understand your preferences based on previous or current site activity, which enables us to provide you with improved services. You can choose to set your web browser to refuse cookies or to alert you when cookies are being sent. If you do so, note that some parts of the website may not function properly.

User Rights

You have the following rights regarding your personal information:

- **Access:** You have the right to request a copy of the personal information we hold about you.
- **Rectification:** You have the right to request that we correct any inaccuracies in your personal information.
- **Erasure:** You have the right to request that we delete your personal information, subject to certain conditions.
- **Restriction of Processing:** You have the right to request that we restrict the processing of your personal information in certain circumstances.
- **Objection:** You have the right to object to the processing of your personal information, particularly in relation to direct marketing.

To exercise any of these rights, please contact us at hello@cliqueuxdesign.com.

Changes to Our Privacy Policy

Clique UX & Design reserves the right to update this privacy policy at any time. We will notify you of any changes by posting the new privacy policy on our website. Your continued use of our services after any changes or revisions to this privacy policy indicates your agreement with the terms of the revised privacy policy.

Contact Information

If you have any questions or concerns about this privacy policy, please contact us at:

- Email: hello@cliqueuxdesign.com