

**The Apps Tutor Limited wants to protect any personal information that you give to us.**

This privacy policy has been created in order to comply with the new GDPR and to tell you how The Apps Tutor Limited will use any personal information that you give to us.

### ***How do we collect information?***

We get personal information about you in a number of ways e.g. from when we receive an email from you and address details for when we invoice you.

### ***What information do we collect?***

The types of personal information we might ask for may include your name, address, email address and telephone number.

### ***How do we use your information?***

We will always ask you if you want to give us your information and ask your permission about how we use it.

We will **never** share your information with a 3rd party.

With your permission, we will use the information that you give to us in the following manner/way:

- To deal with queries which have been submitted by you via our website and who have completed and submitted our contact form
- To communicate with you e.g. to reply to emails or calls which we have received from you
- To send invoices to you for services provided by The Apps Tutor Limited to you
- We will only send you information that we have your permission for – for example, if you have made an enquiry about our services.

### ***How do we protect personal information?***

We will make sure that any personal information that you give to us is kept secure, accurate and up to date, and only keep it for as long as it is needed and only for the purposes for which you have agreed we can use it. You can ask us to remove any personal information about you at any time.

### ***Cookies***

'Cookies' are small pieces of information sent to your computer and stored on your hard drive to allow an organisation who owns the website to know who you are when you next visit the website. Please note that The Apps Tutor have switched off cookies on our site and therefore do not use cookies on our website.

### ***Your consent***

By providing The Apps Tutor Limited with any personal information, you are agreeing to our use of that information as it says in this Privacy Policy. You have the right to withdraw consent at any time.

### ***How Long Will You Keep My Personal Data?***

We will only retain your personal data for business purposes and for as long as is necessary to fulfil the purposes we collected it for, including for the purposes of satisfying any legal, accounting or reporting requirements.

### ***Right of access***

You have the right to ask for a copy of the information that we have about you and we may charge a small fee to do this. You also have the right to delete and correct information about you.

### ***Changes***

If your personal details change, please help us to keep those details up to date by telling us about any changes.

If you want to see what information we have about you or need to tell us about any changes to the information that you have given to us, please contact us using the contact details below. You can also ask us to remove any information we have about you at any time.

Please note that The Apps Tutor Limited have the right to modify their privacy policy at any time, therefore it is advised that you check the policy on a regular basis to check for any updates etc.

If you would like to access/correct/amend or delete the information we have about you, please contact us (see contact details below).

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