**Privacy Policy**

At Chapman Burrell we have always treated our clients’ personal data with the utmost respect. Any information you share with us will be kept safe and will only be used to provide the best possible service – we will never sell or otherwise trade your personal data with any other organisations. Read on if you’d like to know more about the ways in which we use your data.

**Booking with us**

*Mandatory information*

* When you book with us, you will need to provide personal information like name, email address, shipping and billing addresses. This information is stored securely by Dropbox, and is used to process invoices and payments.
* From 25 May 2018, email addresses provided during the booking process will only be used to contact you about your booking.
* This may also include an occasional newsletter or e-greeting card.

*Optional information*

* When you book with us you can choose to provide a telephone number. If you choose to provide your telephone number it will only ever be used to contact you regarding any jobs we are working on, and it will never be used for marketing or other purposes.

*Security*

Our website uses https, which means that anything sent between your device and our servers will be encrypted. Our SSL certificate tells you that pages you visit on our website are provided by us. Our website is hosted on secure servers by MediaTemple and Webfaction.

*Contact us*

If you have any questions about our privacy policy, or the ways in which we use your data, please contact us on [emily@chapmanburrell.com](mailto:emily@chapmanburrell.com) or call us on +44 (0)20 8972 8010

Chapman Burrell Ltd

28 Avenue Road

Kingston, KT1 2RB

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