

#### **Privacy Policy**

This Privacy Policy describes how **Fourth Dimension Lighting Design** ("we", "us", or "our") collects, uses, and discloses personal data when you use our website <a href="https://www.fourthdimensionlighting.co.uk">www.fourthdimensionlighting.co.uk</a> (the "Site"). (Fourth Dimension Lighting Design is a trading name of Ardee Group.)

### **Information We Collect**

- **Personal Information**: When you visit the Site, we may collect certain personal information, such as your name, email address, postal address, phone number, and similar contact data.
- **Usage Information**: We automatically collect certain information about your device and how you interact with the Site, such as your IP address, browser type, operating system, referring URLs, and usage information.

### **How We Use Your Information**

- We may use the information we collect to:
  - Provide, operate, and maintain the Site;
  - Respond to your inquiries, questions, and comments;
  - Analyze how you use the Site and improve our services;
  - Communicate with you, either directly or through one of our partners, including for customer service, to provide you with updates and other information relating to the Site, and for marketing and promotional purposes.

### **Cookies and Tracking Technologies**

 We may use cookies and similar tracking technologies to track the activity on our Site and hold certain information. You can instruct your browser to refuse all cookies or to indicate when a cookie is being sent.

# **Data Retention**

- We will retain your personal information only for as long as is necessary for the purposes set out in this Privacy Policy.
- We may disclose your personal information to third parties who provide services on our behalf.

## **Your Rights**

 You may have certain rights regarding your personal information, including the right to access, correct, or delete your personal information.

## **Changes to This Privacy Policy**

• We may update our Privacy Policy from time to time. We will notify you of any changes by posting the new Privacy Policy on this page.

## **Contact Us**

• If you have any questions about this Privacy Policy, please contact us at studio@fourthdimensionlight.co.uk.