

# Privacy, GDPR & Cookie Policy



This Privacy Policy describes the way in which PCM creative media deal with the information and data you provide to us to enable us to manage your relationship with PCM and all business ventures connected to PCM creative entities (Projects, Events and Productions)

We will process any personal information provided to PCM in the manner set out in this Policy. By submitting your information to us and when using the Website you confirm your consent to the use of your personal information as set out in this Policy. If you do not agree with the terms of this Policy please do not use the Website or otherwise provide us with your personal information.

## [Privacy and Cookie Policy](#)

[Information Collected and How PCM use it](#)

[Information Storage](#)

[Use Of Cookies](#)

[Links to other websites](#)

## [DATA REMOVAL or FURTHER QUESTIONS](#)

## Information Collected and How PCM use it

**The information and data about you which we may collect, use and process includes the following:**

1. information that you provide to us by filling in contact forms on the Website or any other information you submit to us via the Website or email.
2. records of correspondence, whether via the Website, email, telephone or other means;
3. details of the transactions through bookings or other engagements you carry out with us, whether via the Website, telephone or other means
4. details of your visits to the Website including, but not limited to, traffic data, location data, weblogs and other communication data.
5. your responses to surveys or market research that we carry out;

**We need this information to understand your requirements and provide you with the best possible service and also for the following:**

1. To process orders and for our record keeping.
2. PCM may use the information to improve our products and services.

3. From time to time, we may also use your information to contact you for market research purposes. We may contact you by email, phone, fax or mail. PCM may use the information to tailor the website according to your interests.
4. We may periodically send promotional emails about new services, special offers or other information including news and success stories which we think you may find interesting using the email address which you have provided if you have chosen to opt into this.

## Information Storage

We will take all reasonable steps to ensure that your information is kept secure and protected.

## Use Of Cookies

We may use cookies as a means of collecting information from a web server for the above purposes following a customer's use of the Website. If you register with us or if you continue to use the Website you agree to our use of cookies.

Cookies contain information that is transferred to your computer. They help us to improve the PCM Website and to deliver a better service. Some of the cookies we use are required for the Website to operate.

If you want to delete any cookies already stored on your computer or stop the cookies that keep track of your browsing patterns on the Website you can do so by deleting your existing cookies and/or altering your browser's privacy settings to block cookies (the process you follow will differ from browser to browser). If you would like more information on how to do this please visit <http://www.whatarecookies.com>.

Please note that deleting our cookies or disabling our future cookies means that you may not be able to access certain areas or features of the Website, and will not be able to make a purchase from our site.

## Links to other websites

Our website may contain links to other third party websites of interest. PCM cannot be held responsible for the content and or privacy policies of any third party websites.

## DATA REMOVAL or FURTHER QUESTIONS

Please contact PCM Creative Media to request your data or contact details held to be reviewed. Caron-Jane Lyon - [gdpr@pcmprojects.co.uk](mailto:gdpr@pcmprojects.co.uk)

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[Return to the TOP](#)