

PRIVACY POLICY

This privacy policy explains what personal information we collect when you visit the Orangejuice-concept-art.com website, and how we use your data. Orangejuice-concept-art.com is the portfolio website for Orangejuice Advertising Ltd.

ABOUT US

Orangejuice is not and never will be in the business of selling your data. The website is purely to showcase examples of the illustrations, concept art, storyboards and visuals that can be produced for you, and to provide you with a means of contacting us to discuss or book work. All work shown on the website is protected by copyright but we are happy to produce new work for you.

Our ICO Reference Number is A8347161. We are registered as a Data Controller under the company name, Orangejuice Advertising Limited. The Data Controller is Chris Lynch. You can contact us by email at chris.orangejuice@icloud.com.

WHAT PERSONAL DATA WE COLLECT AND HOW WE USE IT

We collect personal data for the legitimate running of the business and contacting our clients.

Visitors to our Website

We record information about how visitors interact with our website and use this data with a 3rd party service, Squarespace Analytics. We use Squarespace Analytics to help us to better understand what content visitors want. We do not use analytics data to attempt to track or identify individuals. The data we do collect is for legitimate interest. The length of time that data is held is shown in the Cookie tables below.

Clients

When you commission work or book days for work we ask you for your name, address, email and telephone number so that we can fulfil your commission and contact you, in relation to your commission, if the need arises (i.e. to fulfil our contract with you). This data is legally held for contract purposes, or legitimate interest if it is regarding potential projects. The data is kept for 7 years for tax purposes.

Suppliers

As well as postal, email and telephone numbers that we hold for legitimate interests, we may hold bank account details for payment purposes only if you have given that information in order to receive payment. The legal reason for holding this data is to fulfil our contract with you. We will hold the data for tax purposes for the required 7 years.

File sharing

We may need to send you, or receive from you, large files over the internet. The service we now use for this is WeTransfer file sharing. Transfers uploaded in the EU are stored in the EU, on GDPR compliant servers. This includes metadata like your email address and IP address.

WeTransfer's analytical database only stores data in a pseudonymized form. That means there is no directly identifiable data stored there, and their teams work with pseudonyms instead of plain data.

Marketing

We will only send you marketing material with your consent and you can opt out at any time by sending us an email to chris.orangejuice@icloud.com

We do not share our mailing list with anyone else.

INVOICING AND BOOK KEEPING

We use Easybooks by Geode Software Ltd. Data stored in this software and on their servers is encrypted. Clients billing email address, (and other commissioning persons' name and email address if they have asked to be copied in when invoicing or dealing with queries) and company address are retained on legal Contractual basis. The contact data is for invoicing purposes and accounting records. It has to be kept for 7 years for tax purposes. The service is GDPR compliant.

ABOUT COOKIES

We use "cookies" as part of a normal business procedure. Cookies are small text files that are created by a web server and stored on your computer when you visit a website. The website that created the cookie can read the contents when you are at their website.

Many websites use cookies to improve your browsing experience e.g. remember your log-in details, record which items you have selected to purchase, or even tailor what content is displayed depending on your preferences. Cookies can also be used to record 'analytics' data i.e. which web pages you visit, whether or not you arrived at the web page by clicking on an advertisement or an affiliated website. Many websites find the collection of analytics data valuable in improving the quality and content of their web sites.

HOW WE USE COOKIES

When you visit our website you will see a banner informing you of our use of Cookies.

We use cookies to help our site run effectively and provide the best experience for our visitors. The website is run by Squarespace. They use 2 types of Cookie. The first type are called '**Functional and Required Cookies**'. As my portfolio site does not request you to open a 'customer account' and there is no shopping cart or checkout – there are no cookies used that would be needed to facilitate these services. We do use the Functional and required cookies shown below, though. This type of cookie does not require consent.

We use cookies for the following purposes:

Here are details of the individual cookies used by our website:

Cookie Name	Duration	Purpose
Crumb	Session	Prevents cross-site request forgery (CSRF). CSRF is an attack vector that tricks a <i>browser</i> into taking unwanted action in an application when someone's logged in.
RecentRedirect	30 minutes	Prevents <i>redirect</i> loops if a site has custom URL redirects. Redirect loops are bad for <i>SEO</i> .
squarespace-announcement-bar	Persistent	Prevents the Announcement Bar from displaying if a visitor dismisses it
Squarespace-popup-overlay	Persistent	Prevents <i>the promotional pop-up</i> from displaying if a visitor dismisses it.

The second type of Cookies that may be used by Orangejuice-concept-art.com are called '**Analytics and Performance Cookies**'. Squarespace uses Analytics and Performance cookies to collect information on our behalf about how visitors interact with our site. Storing these cookies is how they populate the data in Squarespace Analytics, such as traffic sources, unique visitors.

By default Analytics and Performance Cookies are disabled. When you first visit the website all these cookies are disabled. They are only used if you accept their use. A prominent 'Cookie Banner' is displayed alerting you to the fact the site uses these cookies. They will not be used by your browser though, unless you click on the 'Continue' button. When this button is clicked the banner then disappears for 30 days. If you visit again after that time, then Analytics and Performance Cookies will be disabled again unless you press continue on the cookie banner again. The website can still be viewed without accepting the Analytics and performance cookies.

Cookie Name	Duration	Purpose
ss_cid	2 years	Identifies unique visitors and tracks a visitor's session on a site.
ss_cvr	2 years	Identifies unique visitors and tracks a visitor's sessions on a site
Ss_cvisit	30 minutes	Identifies unique visitors and tracks a visitor's session on a site.
Ss_cvt		Identifies unique visitors and tracks a visitor's sessions on a site
Ss_cpvisit	2 years	Identifies unique visitors and tracks a visitor's session on site.
ss_cookieAllowed	30 days	Remembers if a visitor agreed to placing Analytics cookies on their browser if a site is restricting the placement of cookies

All the major browsers allow you to block cookies and delete those that have already been created on your computer, usually within the 'Tools' section of the browser. These tools allow you to specify which cookies you will accept by type and often by specific websites using an exception list e.g. you can block all cookies and then list the website from which you will accept cookies.

YOUR RIGHTS

You have statutory rights relating to any of your personal data that we hold. Find out more at the ICO website [here](#).

You also have a right to request to see a copy of any personal data we hold about you. Please send any such requests to us by email at chris.orangejuice@icloud.com.

HOW TO CONTACT US

If you have any questions or complaints about our data privacy policy or personal data that we may hold about you please contact us chris.orangejuice@icloud.com.

THIRD PARTY LINKS

This privacy policy does not cover other websites that we may link to from this website.

If you click on the buttons that link to our LinkedIn, Twitter, Behance or Vimeo, those platforms may use their own Cookies and have their own Privacy Policies. Please check the Privacy policies of those platforms.

EMAIL

Clicking a link to email Orangejuice (or using the email box) directs you to chris.orangejuice@icloud.com. This is an Apple iCloud email account and emails are stored on iCloud, and on my Mac, iPhone and iPad. They are all password protected and iCloud email, calendars and backups are encrypted in transit and on the server.

If you email to enquire about work we will keep your contact details (email address, phone number and name if given) for 3 years in case any future work is briefed. We will not use your data to market to you unless you have given permission for that.

If you are or become a client we will keep contact details you have supplied (email address, name and phone number if given. Also billing email and/or postal address if required. We keep these for 7 years for tax requirements. The legal reason for keeping this information is legitimate interest.

We may also keep notes about the brief, rate and payment compliance for the same period of time, in case of any queries or repeat business. Also to describe the job on invoices. You have a right to request to see a copy of any personal data we hold about you. Please send any such requests to us by email at chris.orangejuice@icloud.com.

UPDATES

Updates to our data policy will be published here. This policy was last reviewed and updated 29/5/2018.