

# Privacy Policy

“City Quest” is a project designed and created by 3A+H

This privacy policy details how 3A+H uses any information collected about you in the use of the City Quest website.

## **What information is collected about you**

Information is collected about site users in multiple ways.

Firstly, in using the site. On visiting the site, log files will be stored by a web server. The information stored in the log files contains:

- IP address
- Address of web page visited before user came to the site
- User browser type
- Date and time of any request the user makes on the site
- User OS Information

## **Contact Us Form**

Secondly, the completion of the contact form on the contact us page, will result in the collection of the following personal information:

- Name
- Phone number
- E-mail
- Company name
- CVR nr.

**If you decide to fill in the optional fields, this will also be stored and sent to City Quest:**

- Message
- Image

## **Newsletter**

Thirdly, is subscribing to the City Quest. In signing up for the newsletter we collect and store your:

- Email address

## **Cookies**

Cookies are small text files sent from a web server to your browser whenever you visit a website. They are either saved or rejected, depending on your browser settings.

Saved cookies allow servers to identify your computer. This means that during return visits and when using password-protected areas of the website, you can avoid the hassle of repeatedly entering the same data.

In short, cookies make it easier to browse websites which require manual data input.

We use cookies to help shape our website and streamline the user experience. By using cookies, we hope to be able to improve our Internet services according to your and our other customers' preferences. We respect your privacy and are committed to protect your Personal Data. We have taken such measures as we have reasonably seen appropriate in each case to ensure the confidentiality, integrity and accuracy of your Personal Data. When we use cookies to remember your choices or for statistical purposes we will obtain your prior consent. This consent may be revoked at any time. Cookies are placed and used by Google Analytics tool and Yandex Metrica tool.

Please be advised that enabling cookies is recommended for the best user experience and full site functionality. Nonetheless, cookies can be disabled via your browser settings, if you wish, or by visiting here:

- [tools.google.com](https://tools.google.com)
- [www.youronlinechoices.com](http://www.youronlinechoices.com)

## **How the information will be used**

The web server log files known as error and success logs. These are used in order to manage the web server. The log files give feedback about the activity and performance of the server as well as any problems that may be occurring.

If errors occur, these will be shown in the log files, making us aware if the server is not running at optimum efficiency and helping us address any issues in a timely manner. The information is only used for these purposes and the log files are accessible on the server by particular users. They are stored for a period of 12 months.

## **Contacting our team**

By completing the contact form or emailing us directly we will only ever use the information sent to us to contact you regarding your query. We will not add your contact details to any newsletter list. We may contact you via the email address you submitted regarding the message you have sent to us.

## **Newsletter**

In signing up to our newsletter, you may receive occasional emails relating to information on the City Quest. This may include, but is not limited to new themes and City Quest news.

## **Gallery**

With your consent, upon receiving an image of your event, we will display this on our Facebook Gallery. It is possible the image may also appear on the City Quest website.

In uploading an image to Facebook, the image will be covered by Facebook's Data Policy, which can be found [here](#).

## **Where the information is stored**

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## **Access to your information**

You have the right to request a copy of the information that we hold about you. If you would like a copy of some or all of your information please contact us (info@cityquest.dk).

You may ask us to delete your information. The only instance we would refuse this request is if we are required to keep it by law.

## **Other websites**

This website may contain links to other websites. This privacy policy only applies to this website, so when viewing other sites please refer to their privacy policy for information on their data capture and storage.

## **Changes to our privacy policy**

We regularly review our privacy policy and will update this web page as necessary.

## **How to contact us**

Please contact us if you have any questions about this policy or information we may hold about you. You can contact us:

- By email: info@cityquest.dk