

# Privacy Policy

How I respect privacy when I deal with personal information collected.

This Privacy Policy applies to information I collect about individuals who interact with my services. It explains what personal information I collect and how I use it.

If you have any comments or questions about this notice, feel free to contact me.

## 1. Personal data that I process

The following table explains the types of data I collect and the legal basis, under current data protection legislation, on which this data is processed.

<b>Purpose</b>	<b>Data (key elements)</b>	<b>Basis</b>
Enquiring about my services	Name, email, message	Legitimate interests - it is necessary for me to read and store your message so that I can respond to your enquiry.
Website functionality	I do not collect any activity through cookies	No cookies are set to collect personally or anonymously.

## 2. How I use your data

I only use your data in a manner that is appropriate considering the basis on which that data was collected, as set out in the table at the top of this policy.

For example, I use your personal information to

- reply to enquiries you send to me;
- communicate with you regarding any request

## 3. When I share your data

I do not share any data received through enquiries for regarding clients, past or present.

## 4. How long I keep your data

I take the principles of data minimisation and removal seriously and only ever ask for the minimum amount of data for the associated purpose and delete that data promptly once it is no longer required.

Where data is collected on the basis of consent, I securely keep data while you remain an existing client.

## 5. Rights you have over your data

You have a range of rights over your data, which include the following:

- Where data processing is based on consent, you may revoke this consent at any time and I will make it as easy as possible for you to do this.
- You have the right to ask for rectification and/or deletion of your information.

- You have the right of access to your information.
- You have the right to lodge a complaint with the Information Commissioner if you feel your rights have been infringed.

A full summary of your legal rights over your data can be found on the Information Commissioner's website here: <https://ico.org.uk/>

If you would like to access the rights listed above, or any other legal rights you have over your data under current legislation, please get in contact with me.

Please note that relying on some of these rights, such as the right to deleting your data, will make it impossible for me to deliver future services to you.

## 6. Cookies & usage tracking

A cookie is a small file of letters and numbers that is downloaded on to your computer when you visit a website. Cookies are used by many websites and can do a number of things, eg remembering your preferences, recording what you have put in your shopping basket, and counting the number of people looking at a website.

I do not use any cookies or usage tracking in the website.

Neither do I collect anonymous information about how people use my website.

## 7. Modifications

I may modify this Privacy Policy from time to time and will publish the most current version on my website. If a modification meaningfully reduces your rights, I'll notify people whose personal data I hold that are affected.