

Claire Art Lady - Privacy Statement

Claire Art Lady is committed to protecting and respecting your privacy. Please take time to read the Privacy Statement below and let me know if you have any questions.

What personal information do I collect?

I only need personal information that allows me to process your request:

- Your name
- Your email address

If you want me to post or deliver your item, then I will ask for your address in addition to the above information.

Why do I collect this information and how do I use it?

This information allows me to:

- Discuss your request
- Gain your consent to go ahead with the order
- Keep you up to date on the progress of the order and costs
- Arrange collection/postage of the order
- Send receipts

What is the lawful basis for obtaining this information?

Under GDPR rules, from 25 May 2018, I need to show the lawful basis for collecting personal information. For my business, this is:

Contract – It is necessary for me to obtain your personal information because you have asked me to create something specific for you under a verbal or written agreement.

Information Retention

If you send me an email, whether it's through my website, Facebook page or direct to my claireartlady@outlook.com email address, your email address will be kept so that I can reply to your message, discuss your request and confirm your order.

Personal information will only be held for as long as it is needed for the purpose it was collected.

Information I won't ask for

Under the Data Protection Act and GDPR rules, I will never ask for any sensitive information.

Can your personal information be deleted?

Yes. If you want me to delete your personal information from my records, please email me at claireartlady@outlook.com

Who has access to your information?

If you email me at claireartlady@outlook.com or through my Claire Art Lady Facebook page, I am the only person who will have access to the information you provide.

If you send me a message through my website, my website administrator will also have access to the information.

Other companies will have access to personal information needed to perform certain functions and only have access to information required for that purpose and may not use it for any other purpose. For example sending postal mail (Royal Mail), emails (email provider) and processing card payment (banks). For information on their privacy statements please contact them direct.

Social Media

My website features social sharing buttons. These help you share web content directly from my web pages to social media platforms. You use social sharing buttons at your own discretion and accept that doing so will publish content to your social media profile feed or page.

Subscriptions and Marketing Messages

I do not create marketing messages or subscriptions to newsletters therefore your personal information won't be used for this purpose.

Privacy Statement Updates

I will review my Privacy Statement on an adhoc basis and publish any updates on this page.

Further Information

If you would like further information about my Privacy Statement or record management process, please contact me at claireartlady@outlook.com

Claire Flynn
Claire Art Lady
29 May 2018