

Charlotte Duff
Privacy Notice

My Contact details:

Charlotte Duff
37 Cambridge Crescent
Teddington
Middlesex
TW11 8DX
tel: 020 8943 1178
email: cfd@charlotteduff.co.uk

I do not have a data protection officer as I am a sole trader.

What type of information I have

I currently collect and process the following information:

- Personal identifiers, contacts and characteristics (for example, name and contact details)
- Website login details
- Website hosting company login details

How I get the information and why I have it

Most of the personal information we process is provided to us directly by you for one of the following reasons:

- To help you with your website or to create you a website

Under the General Data Protection Regulation (GDPR), the lawful bases I rely on for processing this information are:

(a) Your consent. You are able to remove your consent at any time. You can do this by contacting Charlotte Duff at the address above.

(b) I have a contractual obligation.

What I do with the information I have

- I use the information that you have given me in order to help you with your website or to create you a new website

I do not share this with anyone except with your explicit permission.

How I store your information

Your information is securely stored at my place of work on paper, in emails and occasionally electronically in documents.

I keep your data while I am working as a web designer, but you may ask me to delete it anytime.

Your data protection rights

Under data protection law, you have rights including:

Your right of access - You have the right to ask us for copies of your personal information.

Your right to rectification - You have the right to ask us to rectify information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

Your right to erasure - You have the right to ask us to erase your personal information in certain circumstances.

Your right to restriction of processing - You have the right to ask us to restrict the processing of your information in certain circumstances.

Your right to object to processing - You have the the right to object to the processing of your personal data in certain circumstances.

Your right to data portability - You have the right to ask that we transfer the information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, I have one month to respond to you.

Please contact me at 37 Cambridge Crescent, Teddington, Middlesex, TW11 8DX, 020 8943 1178, cfid@charlotteduff.co.uk if you wish to make a request.

How to complain

You can also complain to the ICO if you are unhappy with how I have used your data.

The ICO's address:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF
Helpline number: 0303 123 1113