

Privacy Notice for Small World Design (Your data and what we do with it)

When you supply your personal details to us it is stored and processed for a number of reasons. The General Data Protection Regulation (I.e the law) requires us to cover the following main points:

- 1. **Contract** – We need to collect personal information about you in order to process your order and provide you with the best possible service. You can refuse to provide the information, but we would then be unable to supply you with the goods or products.
- 2. **Legitimate Interest** - As a company we have an interest in collecting your information in order to provide you with a prompt and efficient service. It is important that we are able to contact you and keep you updated regarding your order and purchases.
- 3. **Consent** – We may occasionally send you information regarding new products which may be of interest to you. You may withdraw this consent at any time.
- 4. **Legal Obligation** – We have a legal obligation to retain your data for 8+ years. After that period you can ask us to delete your data.

Your records are stored:

- as hard copy invoices on file in locked filing cabinets.
- electronically on our computers with a dedicated member of staff to deal with the information.
- electronic back up on an external hard drive in locked cabinets.

We will never share your data with anyone who does not need access without your written consent.

- As a business we have to deal with accountants, website professionals and government agencies who need access to the data. We will ensure that they must treat all data information as confidential.
- You have the right to ask and see what personal data we hold.
- We will correct any errors or update and information that you feel is relevant.
- You can also ask us to erase any data once the legal minimum period has elapsed.

- You have the right to complain if you feel that your data is being mishandled. Any complaints should be sent to the Data Controller along with our details; Small World Design, 72a Pope Lane, Penwortham, Preston, Lancashire PR1 9DA, UK, www.smallworlddesign.co.uk, 01772 750885.

- You also have the right to contact the Information Commissioner's Office if you are not satisfied with our response.