GDPR: DATA PRIVACY POLICY

Styled by Susie are committed to protecting and respecting your privacy.

This policy (and any other documents referred to on it) sets out the basis on which any personal data we collect from you, or that you provide to us, will be processed by us. Please read the following carefully to understand our views and practices regarding your personal data and how we will treat it.

The rules on processing of personal data are set out in the General Data Protection Regulation (the "GDPR").

1. Definitions

Data controller - A controller determines the purposes and means of processing personal data.

Data processor - A processor is responsible for processing personal data on behalf of a controller.

Data subject – Natural person

Categories of data: Personal data and special categories of personal data

Personal data - The GDPR applies to 'personal data' meaning any information relating to an identifiable person who can be directly or indirectly identified in particular by reference to an identifier (as explained in Article 6 of GDPR). For example, name, home address or private email address. Online identifiers include IP addresses and cookies.

Special categories personal data - The GDPR refers to sensitive personal data as 'special categories of personal data' (as explained in Article 9 of GDPR). The special categories specifically include genetic data, and biometric data where processed to uniquely identify an individual. Other examples include racial and ethnic origin, sexual orientation, health data, trade union membership, political opinions, religious or philosophical beliefs.

Processing - means any operation or set of operations which is performed on personal data or on sets of personal data, whether or not by automated means, such as collection, recording, organisation, structuring, storage, adaptation or alteration, retrieval, consultation, use, disclosure by transmission, dissemination or otherwise making available, alignment or combination, restriction, erasure or destruction.

Third party - means a natural or legal person, public authority, agency or body other than the data subject, controller, processor and persons who, under the direct authority of the controller or processor, are authorised to process personal data.

2. Who are we?

Styled by Susie is the data controller. This means we decide how your personal data is processed and for what purposes. Our contact details are: styledbysusie@hotmail.co.uk. For all data matters contact Susie Hasler.

3. The purpose(s) of processing your personal data

We use your personal data for the following purposes:

- To provide the service, you request and pay for.
- To advise you of other services that may be of interest.

4. The categories of personal data concerned

With reference to the categories of personal data described in the definitions section, we process the following categories of your data:

- Personal data [name, postal address, email address, telephone number, age, height, clothes size]

We have obtained your personal data from yourself or someone gifting you one of our services.

5. What is our legal basis for processing your personal data (article 6 of GDPR)?

Our lawful basis for processing your general personal data:

- Consent of the data subject;
- Processing necessary for the performance of a contract with the data subject or to take steps to enter into a contract

More information on lawful processing can be found on the ICO website.

6. Sharing your personal data

Your personal data will be treated as strictly confidential, and will be shared only with the Styled by Susie Team.

7. How long do we keep your personal data?

We keep your personal data for no longer than reasonably necessary and we only retain your data if you have consented for us to do so and to enable us to provide additional services should you require them.

8. Providing us with your personal data

We require your personal data as it is a requirement necessary to enter into a contract for our services.

9. Our controls

Security and integrity of your data is our top priority. Thus, and in accordance with the GDPR regulation we take all necessary precautions to preserve both and protect your data against any other form of unlawful processing or disclosure to unauthorised persons.

As most of the personal information we hold is stored electronically we have implemented appropriate IT security measures to ensure this personal information is kept secure. Our security measures include:

- strong password protected devices;
- automatically screen locking when not in use;
- firewall and virus checking software;
- restricted access to devices;
- disposing of all devices properly and removing data beforehand;

To protect personal data in hardcopy we have implemented the following security measures: -

- shredding all paperwork;
- clear desk policy;
- locking away documents containing personal data;

10. What can you do to protect your data?

Unfortunately, no data transmission over the Internet or electronic data storage system can be guaranteed to be 100% secure. If you have reason to believe that your interaction with us is no longer secure (for example, if you feel that the security of any personal information you might have sent to us has been compromised), please immediately notify us.

Styled by Susie will never ask you to confirm any bank account or credit card details via email. If you receive an email claiming to be from Styled by Susie asking you to do so, please ignore it and do not respond.

11. Your rights and your personal data

Unless subject to an exemption under the GDPR, you have the following rights with respect to your personal data:

- The right to request a copy of the personal data which we hold about you;
- The right to request that we correct any personal data if it is found to be inaccurate or out of date;
- The right to request your personal data is erased where it is no longer necessary to retain such data;
- The right to request that we provide you with your personal data and where possible, to transmit that data directly to another data controller, (known as the right to data portability), (where applicable i.e. where the processing is based on consent or is necessary for the performance of a contract with the data subject and where the data controller processes the data by automated means);
- The right, where there is a dispute in relation to the accuracy or processing of your personal data, to request a restriction is placed on further processing;
- The right to object to the processing of personal data, (where applicable i.e. where processing is based on legitimate interests (or the performance of a task in the public interest/exercise of official authority); direct marketing and processing for the purposes of scientific/historical research and statistics).

12. Transfer of Data Abroad

We do not transfer personal data outside the EEA.

13. Automated Decision Making

We do not use any form of automated decision making in our business.

14. Further processing

If we wish to use your personal data for a new purpose, not covered by this Data Privacy Notice, then we will provide you with a new notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions.

15. Changes to our privacy policy

Any changes we may make to our privacy policy in the future will be posted on this page and, where appropriate, notified to you by e-mail. Please check back frequently to see any updates or changes to our privacy policy.

16. How to make a complaint

To exercise all relevant rights, queries or complaints please in the first instance contact our Data Representative Susie Hasler – admin@styledbysusie.co.uk.

If this does not resolve your complaint to your satisfaction, you have the right to lodge a complaint with the Information Commissioners Office on 03031231113 or via email https://ico.org.uk/global/contact-us/email/ or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF, England.