

Jennifer Cooper Time Saver - Privacy Notice

We realise that a Privacy Policy is not simply a “thing you put on your website because you have to”. Its purpose is to give information to people who are providing their data to a company, which tells them clearly what data of theirs is being used, how it will be used and what their rights are.

Below you will find exactly that, spelled out in plain language in a concise way, with no attempt to hide anything from you. If you do have any questions or concerns, please free to contact us for clarification.

Our contact details

Name: Jennifer Cooper

E-mail: jenny@jennifercoopertimesaver.com

What type of information we have

We collect and process the following information:

Clients

- Name
- Contact Details
- Telephone number
- Email address
- Bank details

Marketing Lists

For marketing lists we are engaged as a data processor by clients, and are not the controller for this.

- Name
- Email address

How we get the information and why we have it

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

- Responding to contact email submissions
- Delivering administration services, e.g. invoicing, banking
- Carrying out advertising, marketing and content development
- Administration for Speldhurst Community Hall

We do not obtain any information about you from any other sources, only what you provide to us directly.

Date: 18/05/2020

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

We have a contractual obligation

- If you engage us to provide administration, then we are entering a contract for delivery of services.
- If we are providing social media content development, marketing, or advertising then this is a contract with you.

We have a legitimate interest

- If you are an existing client then we may contact you to promote services similar to those you have purchased in the past. This utilises the “soft opt-in” exception of the PECR regulations and we will respect your wishes if you tell us you do not want to receive this.

What we do with the information we have

We use the information that you have given us in order to:

- Respond to enquires
- Delivery contracted services
- Manage administration of the Speldhurst Community Hall

We do not share this information with any third parties.

How we store your information

Your digital information is securely stored in reputable cloud systems which are either located within the EU or protected by the EU-US Privacy Shield agreement. Only authorised individuals have access to personal data.

We keep your personal information for a time which is in accordance with our retention policy. We will then dispose your information.

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, we have one month to respond to you.

Please contact us at jenny@jennifercoopertimesaver.com if you wish to make a request.

Cookies

Cookies are small text files placed on your computer by your web browser when you visit a website, to collect information for a variety of reasons, including managing online shopping carts, allowing you to log in and access systems and personalise them to suit your taste, and recording preferences.

There are some cookies that we require for our website to work, we enable these without requesting consent as the site will not function without them.

We do not use any cookies other than those required for the site to function, none of these stores any personal information or tracks your internet use.

For more information on cookies, what they are and how to control them, please visit:

<http://www.youronlinechoices.com/>

How to complain

Complaints should be addressed to jenny@jennifercoopertimesaver.com in the first instance.

However, if you are not satisfied with the response you receive then you can contact the ICO if you are unhappy with how we 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