

Rachel Tripp Privacy Notice

26/2/2020

My contact details

I am a sole trader, so am the main point of contact for any questions about data.

Email: hello@racheltripp.co.uk

Address: If you need to write to me, you can do so care of Number 8 Forest Gate, a local emporium who sell some of my work.

Rachel Tripp, c/o Number 8 Forest Gate, 8 Sebert Road, Forest Gate, London, E7 0NQ

What type of information I have

The information held by me as part of my business is: name and address, email address, and in some cases, which parts of my business you wish to receive information about.

How I get the information and why do I have it?

If someone wishes to sign up for my newsletter, I will ask for their name, email address, and what areas of my business they are interested in. I use this to distribute the newsletter with information about products and events. I ask for consent in order for successful sign-up to happen.

If you wish to withdraw your consent to be on my newsletter email list, you can either click 'unsubscribe' on the newsletter, or you can contact me as per my details above.

If you buy a product from me directly, I will collect your name and address and any delivery instructions from you as part of your order.

What I do with the information

I use your information to send out orders and email newsletters. I do not share it with any other organisations or individuals.

How I store your information

I store information securely on password-protected cloud-based storage.

I keep email addresses and interests on my newsletter list until you unsubscribe. Once you have asked to be removed from my list, I will remove you within 5 working days, and your information is deleted.

I keep names and addresses from orders for 6 months in case there is a problem with your order. After this I delete the information.

Your data protection rights

The lawful basis on which I process your data is your consent. I will process your data if you ask to join my email newsletter, or if you place an order with me. You can withdraw your consent at any time.

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 me using my contact details above if you wish to make a request.

How to complain

If you want to complain about how I use your data, you can contact me using the contact details above.

You can also complain to the Information Commissioner's Office. Their address is:

Information Commissioner's Office,
Wycliffe House,
Water Lane,
Wilmslow
Cheshire
SK9 5AF

Helpline number: 0303 123 1113