

Georgiahall.scot Privacy Policy

The type of personal information we collect

We currently collect and process the following information:

- Personal identifiers, contacts and characteristics (for example, name and contact details)
- Customer financial information if making a purchase from our shop. (This data will only be used to complete purchase)

How we get the personal 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:

- If you request to be added to our newsletter.
- If you use the 'Contact' page we will use your personal data such as your name and email address to respond to your enquiry. Please do not propagate 'Contact' boxes with personal data such as addresses, telephone numbers etc.

Under the UK General Data Protection Regulation (UK GDPR), the lawful bases we 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 us via the 'Contact Us' page and filling out the form.

(b) We have a legitimate interest.

How we store your personal information

Your information is securely stored.

We keep customer names, addresses and other store details for two months. We will then dispose your information by deleting all traces of data from anywhere we hold it after two months. (Unless data such as name and email addresses exist on newsletter following a purchase, in which case a customer may unsubscribe using button on bottom of email or writing to us via the 'Contact' page.

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 personal 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 personal information in certain circumstances.

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

Your right to data portability - You have the right to ask that we transfer the personal 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 via the 'Contact' page on our website if you wish to make a request.

How to complain

If you have any concerns about our use of your personal information, you can make a complaint to us via our 'Contact' page.

You can also complain to 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

ICO website: <https://www.ico.org.uk>