

**Introduction:**

Here at Slap 'n Dash we are committed to protecting your privacy and ensuring that any personal data we hold about you is protected in accordance with the data protection laws and is used in line with your expectation. This privacy notice explains what personal data we collect, why we collect it, how we use it and how we protect it.

**What Personal Data do we collect?**

We collect personal data from you to provide you with information tailored to your needs.

- ★ Your name
- ★ Your phone number(s)
- ★ Your email address

All or some of this information will be collected from you directly and through our subscription service with Mailchimp. You will have the opportunity to opt out of these ways of contacting you at the point of us offering you our services.

**Why we collect this information and the legal basis for handling your data**

We use personal data about you to provide our services and fulfil the service arrangement or booking you have entered into. This includes:-

- ★ To contact you if there is an issue with the items you have decorated or ordered
- ★ To remind you about collections
- ★ To send you information of promotions and events

**How do we protect your data?**

We protect unauthorized access to your data and prevent it from being lost, misused or disclosed by:

- ★ Storing it on the finance and computer system which contains password access
- ★ Any information we have on paper for the purpose of bookings or commissioned work is destroyed or returned to you once the order is complete and is no longer necessary
- ★ If at any time you wish to delete your stored data please contact us and/or unsubscribe from the mailing list
- ★ We will NOT share your data with any marketing companies or individuals

**How long do we keep your data?**

We will store your data until such time as we no longer require to get in contact with you or you unsubscribe from our mailing list. You can be asked to be removed at any time.

**Your rights with respect to your data**

- ★ Request access, amend or correct any of your personal details
- ★ Request that we delete or stop processing your personal data.

If you wish to exercise any of these rights at any time or you have any questions, comments or concerns about privacy or how we handle your data please contact the owner of Slap 'n Dash.

Samantha Vian

[samantha@slapndash.com](mailto:samantha@slapndash.com) or 01580 755674

If you have continued concerns about your personal data you have the right to complain to the Information Commissioner Office (ICO), Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF or <https://ico.org.uk/global/contact-us/>