

Privacy policy

What data do I collect and how will it be used?

Only the information that you provide either by email or via the website will be stored

Data that you provide will be used solely for the following purposes:

- To reply to your email
- To send proposals or invoices
- To deliver work upon commission

This information will be processed and stored securely, for no longer than is necessary in light of the reason(s) for which it was first collected.

I do not collect any personal data from you. I do not place cookies on your computer or device, nor do I use any other means of data collection.

If you send me an email, I may collect your name, your email address, and any other information which you choose to give.

How Do I Use Your Data?

If I do collect any personal data, it will be processed and stored securely, for no longer than is necessary in light of the reason(s) for which it was first collected. I will comply with obligations and safeguard your rights under the Data Protection Act 1998 at all times.

As noted above, I do not generally collect any personal data. If you get in touch and I obtain your personal details from your email, I may use them as follows:

- To reply to your email;
- To send proposals or invoices;
- To deliver work upon commission.

Any and all emails containing your personal data will be deleted no later than 6 months after the matter you contacted me about has been resolved. You have the right to withdraw your consent to me using your personal data at any time, and to request that I delete it.

I will not share any of your data with any third parties for any purposes.

How and Where Do I Store Your Data?

I only keep your personal data for as long as I need to in order to use it as described above and/or for as long as I have your permission to keep it.

Some or all of your data may be stored outside of the European Economic Area ("the EEA") (The EEA consists of all EU member states, plus Norway, Iceland, and Liechtenstein). If I do store data outside the EEA (this may be the case, for example, if my email server is located in a country outside the EEA), I will take all reasonable steps to ensure that your data is treated as safely and securely as it would be within the

UK and under the Data Protection Act 1998. Data security is very important to me and to protect your data I have taken suitable measures to safeguard and secure any data I hold about you (even if it is only your email address).

How Can You Access Your Data?

You have the right to ask for a copy of or to erase any of your personal data held by me (where such data is held).

Contacting Us

If you have any questions about this Privacy Policy, please get in touch by email at kate@raynerva.co.uk.

Changes to Our Privacy Policy

I may change this Privacy Policy from time to time (for example, if the law changes). Any changes will be immediately posted on the website.