



## **PRIVACY POLICY (as of July 2018)**

I, Lucy Jane Spray, of Lucy J Interiors recognise the crucial importance of preserving the privacy and personal data of my clients.

This privacy policy outlines what information I will request from you, how it is collected, stored and used by me, as well as your rights. If the policy is updated, the changes will be reflected in this document.

### **WHAT TYPE OF INFORMATION I COLLECT**

In order to provide you with the service you purchase from me, I will require the following information from you: Your name, address, phone number and email address.

This is provided by you either by phone or email, through the contact form on my website and also through the use of a Google Form.

You will not be asked to provide any other sensitive information such as bank details, and no payment is made through my website.

### **HOW I USE THIS INFORMATION**

The information you provide me with will be used for the purposes of communicating with you throughout the duration of your project.

I may wish, at a future date, to keep you informed by email of further services, offers, news etc. In this case, you may unsubscribe from this at any time by contacting me by email at [lucy@lucyjinteriors.co.uk](mailto:lucy@lucyjinteriors.co.uk)

### **THIRD PARTY USE**

I will never sell or give your personal information to any third party organisations.

I may however be required to give your contact details to any manufacturers or suppliers from whom I have purchased goods on your behalf. For example, for the purposes of order processing and delivery.

Continued.....



#### DATA SECURITY

I will ensure an appropriate level of data privacy protection with regard to your personal information. Personal contact information is kept digitally and protected by Kaspersky software to prevent unlawful access.

However, information you provide through the use of my online contact form through my website is provided at your own risk and its security cannot be guaranteed.

Equally, information you provide through the use of my online Google Form questionnaire is provided at your own risk and its security is beyond the responsibility of Lucy J Interiors.

#### DATA STORAGE

Your personal information will be kept by Lucy J Interiors for the duration of your project and for 12 months following the completion of work provided by me.

Thereafter, only your email address will be kept for the purposes of informing you of new services, offers etc.

#### YOUR RIGHTS

You may choose to unsubscribe at any time at all from my email distribution list by sending an email to [lucy@lucyjinteriors.co.uk](mailto:lucy@lucyjinteriors.co.uk).

Under GDPR law, you may request to see your personal information at any time, amend or update this information or withdraw consent / unsubscribe from further communication.

#### COOKIES

My website <https://www.lucyjinteriors.co.uk/> does not use any cookies.

#### LINKS TO THIRD PARTY SITES

I cannot be held responsible for the content or security of external or third party websites.

#### HOW TO CONTACT LUCY J INTERIORS

You may contact me by any of the below methods for the purposes of service enquiries, comments or to file a complaint.

Email: [lucy@lucyjinteriors.co.uk](mailto:lucy@lucyjinteriors.co.uk) or by Mobile: 07801 749842

*Thank you for your understanding.*