



## **PRIVACY POLICY**

### **Our contact details**

Name: Ruth Waring FCILT  
Address: 2 Chestnut Square, Leamington Spa, Warwickshire, CV32 7UW  
Phone Number: 07818 212425  
Email: [ruthwaring67@gmail.com](mailto:ruthwaring67@gmail.com)

### **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)

### **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:

Data could be used for contacting with regards to work or booking any travel etc.

We may also receive personal information indirectly, from the following sources in the following scenarios:

Clients regarding work they have submitted.

We use the information that you have given us in order to complete work for the Client.

We may share this information with the Client.

Under the UK General Data Protection Regulation (UK GDPR), the lawful bases we rely on for processing this information are:

(a) Your consent. You can remove your consent at any time. You can do this by contacting [ruthwaring67@gmail.com](mailto:ruthwaring67@gmail.com).

### **How we store your personal information**

Your information is securely stored.

We keep any personal information for 6 months. We will then dispose your information by destroying hard copies and deleting information from hard drives etc.



### **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 at 2 Chestnut Square, Leamington Spa, Warwickshire, CV32 7UW, [ruthwaring67@gmail.com](mailto:ruthwaring67@gmail.com) or 07818 212425 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 at 2 Chestnut Square, Leamington Spa, Warwickshire, CV32 7UW, [ruthwaring67@gmail.com](mailto:ruthwaring67@gmail.com) or 07818 212425.

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>