

## **PRIVACY POLICY**

As If By Magic is committed to ensuring that your privacy is protected in line with current GDP Regulations and guidelines. If you provide certain information by which you can be identified when using this website, you can be assured that it will only be used in accordance with this privacy policy.

As If By Magic only requires information from clients relating to your business address and contact details. We do not collect or retain individual data related to any of your employees.

We may change this policy from time to time, in order to update in line with GDPR or company policy.

## **WHAT WE COLLECT**

We may collect the following data:

- Business Name
- Contact information including email address
- Location

## **WHAT WE DO WITH THE INFORMATION WE GATHER**

The purpose of collecting your data is to understand and meet your needs in terms of the service we can provide to you. We are not registered with the ICO (Information Commissioner's Office) as we do not hold sensitive data or data that can directly identify individuals.

## **CONTROLLING YOUR PERSONAL INFORMATION**

We will not sell, distribute or lease your company's information to third parties unless we have your permission or are required by law to do so.

You may request details of personal information which we hold about you under the General Data Protection Regulation 2018. If you would like a copy of the information held on you please write to Michelle Sandys, 1 Bakers Hill Cottages, Tong Road, Brenchley TN12 7AN.

If you believe that any data we are holding on you is incorrect or incomplete, please email us as soon as possible: michellesandys@yahoo.co.uk. We will correct any information as necessary or appropriate.

As If By Magic

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