

Ashtag Privacy Policy

Our contact details

Name: Ashtag

Address: 50 Whittingham Avenue, Wendover, Buckinghamshire HP22 5GS

Phone Number: 07549 706653

E-mail: ashtageducates@outlook.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:

- To engage our services
- To make enquiries

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

- Your colleagues, partners and other departments who feel you might benefit from our services.
- We may also be passed your information if the parties commissioning our service, wish us to liaise direct with you.

We use the information that you have given us in order to Provide an efficient service to you and answer your enquiries.

We may share this information with other organisations who would be involved in the process of our providing you with the service.

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

- (a) **Your consent. You are able to remove your consent at any time. You can do this by contacting ashtageducates@outlook.com**
- (b) **We have a contractual obligation.**
- (c) **We have a legal obligation.**
- (d) **We have a legitimate interest.**

How we store your personal information

Your information is securely stored.

We will only keep personal information for as long as it is needed. We will then dispose of your information by deletion. Typical areas of information storage will be in email format (Outlook account and OneDrive). This may differ if we need to hold information under legal obligation. Under GDPR protocol all expected Data controller obligations will be met.

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 ashtageducates@outlook.com if you wish to make a request.

You can request for information to be removed, which we will willingly oblige providing we have no legal obligation to hold.

How to complain

If you have any concerns about our use of your personal information, you can make a complaint to us ashtageducates@outlook.com. We will inform the Information Commissioner's Office without delay.