

# Carrie Ottolini

PROFESSIONAL ORGANISER

## PRIVACY POLICY

This document is the General Data Protection Regulation (GDPR) and Privacy Policy for Carrie Ottolini – Professional Organiser. This explains how I collect and store your personal data. I am the Data Controller for Carrie Ottolini – Professional Organiser, my address is 88 Walden Road, Chislehurst, BR7 5DL.

Whilst operating as a Professional Organiser, I provide a confidential and discreet service, no personal details will be divulged to third parties, and any personal or business information disclosed whilst working with you will be kept in the strictest confidence, unless you have authorised otherwise.

Your data is collected for the purpose of appointments, decluttering sessions and billing. Periodically I may email you offers regarding my business. This data is collected on your initial enquiry form, be it online or face to face.

The only data I keep is clients' names, address, email and phone number, these details are stored on secure software which is password-protected. Any data recorded on paper will be input to the secure software and then shredded. The secure software is only accessed via PC or phone (which is also password protected). Prior consent will always be requested from you to hold this information, and will be destroyed if requested or after a period of time has elapsed.

I do not store any card details. Prior consent will always be requested from you to take before or after photographs of the project, these images, if consent is given may be used on my website. [www.pro-organiser.com](http://www.pro-organiser.com) I would take care that the images could not be identified to you.

Your address will be given to one other person on the day of your personal consultation or decluttering session but will not be stored by them.

I am bound by the Code of Ethics as a member of the APDO (Association of Professional Declutterers & Organisers) and I am registered with ICO (Information Commissioner's Office) for Data Protection, which means that I must provide a professional and confidential service to you.

Please email me if you have any questions regarding GDPR [carrie@pro-organiser.com](mailto:carrie@pro-organiser.com)