



Last Chapter Privacy Policy

Our contact details

Name: Claire Tan

Address: 8 Shepherds Down, Alresford, SO24 9PP

Phone Number: 07813 844650

E-mail: claire@lastchapter.co.uk

www.lastchapter.co.uk

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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)
- Contact Details (email addresses, phone numbers)

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 register your interest in our services

We use the information that you have given us in order to:

- Contact you and arrange initial or ongoing consultations
- Provide follow up recommendations and share relevant information

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 claire@lastchapter.co.uk

How we store your personal information

Your information is securely stored.

We keep Personal Identifiers and Contact Details for 12 months. We will then dispose of your information by deleting stored records and destroying any physical copies.

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 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:

claire@lastchapter.co.uk (07813844650) or write to Last Chapter, 8 Shepherds Down, Alresford SO24 9PP 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 claire@lastchapter.co.uk.

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>