

www.cjcharley.com
www.catherinecharley.com

DATA PRIVACY NOTICE

1. Your personal data – what is it?

Personal data relates to a living individual who can be identified from that data. Identification can be by the information alone or in conjunction with any other information in the data controller's possession or likely to come into such possession. The processing of personal data is governed by the General Data Protection Regulation (the "GDPR").

2. Who are we?

The owner of the website is the data controller (contact details below). This means it decides how your personal data is processed and for what purposes.

3. How do we process your personal data?

The owner complies with its obligations under the "GDPR" by keeping personal data up to date; by storing and destroying it securely; by not collecting or retaining excessive amounts of data; by protecting personal data from loss, misuse, unauthorised access and disclosure and by ensuring that appropriate technical measures are in place to protect personal data.

The owner uses your personal data to reply to your e-mails.

We only process data relating to individuals who have emailed us. We do not disclose data to third parties.

4. What is the legal basis for processing your personal data?

The organisation has a legitimate interest in processing your personal data so that we can reply to your messages.

5. Sharing your personal data

Your personal data will be treated as strictly confidential and will not be shared with anyone.

6. How long do we keep your personal data?

We retain data in accordance with the guidance set out within UK's Data Protection Legislation, details of which can be found at <https://ico.org.uk/for-organisations/guide-to-data-protection/> Specifically, we will not retain your data and associated paperwork for more than 6 years after the calendar year in which you last wrote to us.

7. Your rights and your personal data

Unless subject to an exemption under the GDPR, you have the following rights with respect to your personal data: -

- The right to request a copy of your personal data which the organisation holds about you;
- The right to request that the organisation corrects any personal data if it is found to be inaccurate or out of date;
- The right to request your personal data is erased where it is no longer necessary for the organisation to retain such data;
- The right to withdraw your consent to the processing at any time;
- The right, where there is a dispute in relation to the accuracy or processing of your personal data, to request a restriction is placed on further processing;
- The right to object to the processing of your personal data;
- The right to lodge a complaint with the Information Commissioners Office.

8. Further processing

If we wish to use your personal data for a new purpose, not covered by this Data Privacy Notice, then we will provide you with a new notice. The new notice will explain the new use of your personal data prior to commencing the processing. It will set out the relevant purposes and processing conditions. Where and whenever necessary, we will seek your prior consent to the new processing.

9. Contact Details

To exercise all relevant rights, queries or complaints please, in the first instance, contact:

dataprotection@elatus.org.uk

You can contact the Information Commissioners Office (UK) on 0303 123 1113; via email <https://ico.org.uk/global/contact-us/email/> or by writing to the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF