

# **SARAH DUFFIELD ARTIST**

## **MY EASY TO READ WEB SITE AND SERVICES PRIVACY POLICY**

Your privacy is important; I am committed to respecting the privacy of everyone who visits my Website and uses my services.

My website does collect and use information from users in ways that are useful to you and in a manner consistent with your rights and my legal obligations.

This Policy applies to my use of any of the data collected by me in relation to your use of my website or services.

Please read my privacy policy carefully. If you do not agree with my privacy policy you must stop using my website. If you continue to use my website after reading my privacy policy I will assume that you agree with it.

In this Policy “I”, “Me” and “My” refer to Sarah Duffield  
In this policy “My Site” and “Website” refer to [www.sduffieldart.co.uk](http://www.sduffieldart.co.uk)

### **1. INFORMATION ABOUT ME**

My Site, [www.sduffieldart.co.uk](http://www.sduffieldart.co.uk) is owned and operated by Sarah Duffield, 36 Dacre Gardens, Steyning, West Sussex, BN44 3TD

I am the data controller for My Site [www.sduffieldart.co.uk](http://www.sduffieldart.co.uk) and services.

### **2. WHAT DOES MY PRIVACY POLICY COVER?**

This Policy covers your use of My Site and services offered for example art workshops. My Site does contain links to other sites, however I do not have any control over how your data is collected, used or stored on these sites. I suggest you look at the privacy policy of each website you visit.

### **3. YOUR INFORMATION, WHAT MIGHT I COLLECT?**

When voluntarily submitted I may collect some or all of the following data:

- Your Name
- Your email addresses
- Your postal address
- Your telephone number
- Your financial information

Some data such as your IP address will be collected automatically by my website; you can find out more about this in section 10 or in my Cookie Policy

I do not collect sensitive personal data or data from children under the age of 13. If you believe a child you are responsible for has used my website please contact me and I will ensure all data is deleted.

## 4. HOW MIGHT I USE YOUR DATA?

I use your data to provide products and services to you as follows;

- Tailoring your experience of my My Site – for example “remembering” which items you might have placed in your shopping basket between visits.
- Supplying products and services you have ordered.
- Responding to communications initiated by you.
- Supplying you with my news and offers when you sign up to a mailing list. Please note you can unsubscribe from a list by using the link at the bottom of every email.
- Analysing usage of My Site; this enables me to improve My Site and your experience of it.
- Accounting obligations. I keep basic records for accounting purposes only for up to seven years.

4.1 In some cases the collection of your data will be to fulfill a lawful or contractual requirement; the purchase of a print for example. In these cases, your data will not be used for any reason other than that for which it was given.

4.2 When you sign up for a newsletter you will be giving me consent to use your data for contacting you via email with information, news and offers on my products and/or services. I will never send spam or pass your details to third parties for their marketing purposes.

4.3 I will always ensure your personal data is processed in accordance with the GDPR. I will only process your personal data if at least one of the following basis applies:

- **Consent:** You have given clear consent for me to process your personal data for a specific purpose.
- **Contract:** The processing of your data is necessary for fulfilling a contract I have with you, or because you have asked me to take specific steps before entering into a contract.
- **Legal obligation:** The processing is necessary for me to comply with a legal obligation.
- **Vital interests:** The processing is necessary to protect someone’s life.
- **Public task:** The processing is necessary for me to preform a task in the public interest or for an official function.
- **Legitimate interest:** The processing is necessary for my legitimate interests or the legitimate interests of a third party, unless there is a good reason to protect the individuals personal data which overrides those legitimate interests.

## 5. HOW LONG WILL I KEEP YOUR DATA?

I will keep your data for as long as I need it to fulfill the reasons given in section 4 or for as long as you give me permission to keep it. Your data will always be deleted if I no longer need it.

## **6. WHERE DO I STORE YOUR DATA?**

6.1 Your data security is important, to protect your data I have put in place suitable electronic, physical and procedural safeguards to secure it.

6.2 Some of your data may be transferred outside of the European Economic Area (the EEA). By submitting your data to me you are deemed to accept and agree to this.

6.3 Where data is transferred outside of the EEA I will take all reasonable steps to ensure it is treated as safely as it would be within the EEA.

6.4 Please remember that any data transfer via the internet may not be totally secure, you are advised to take suitable precautions when transmitting any data.

## **7. WHO DO I SHARE YOUR DATA WITH?**

7.1 I use third parties to help me supply products and services to you. Services third parties provide include payment processing, product delivery and marketing. Third parties may require access to some or all of your data. I will take all reasonable steps to ensure that your data will be handled safely, securely, and in accordance with your rights.

### **Third parties I currently use:**

#### **Newsletters**

Third Party: Mail Chimp

Personal data shared: Name. Email address

Purpose: To provide you with information, news and offers

Lawful basis: Consent

Find their Privacy policy here: <https://mailchimp.com/legal/privacy/>

#### **Customer enquiries**

Third Party: Yahoo mail

Personal data shared: Name, Email address, other contact information as supplied

Purpose: To allow me to correspond with clients and prospective clients

Lawful basis: Contract

Find their Privacy policy here:

[policies.yahoo.com/us/en/yahoo/privacy/index.htm?redirect=no](https://policies.yahoo.com/us/en/yahoo/privacy/index.htm?redirect=no)

Third Party: Outlook mail (Microsoft)

Personal data shared: Name, Email address, other contact information as supplied

Purpose: To allow me to correspond with clients and prospective clients

Lawful basis: Contract

Find their Privacy policy here: [privacy.microsoft.com/en-gb/privacystatement](https://privacy.microsoft.com/en-gb/privacystatement)

#### **Processing orders of products and services**

Third Party: Clikpic

Personal data shared: Name, Email address, Postal address

Purpose: Online shopping cart and order notifications

Lawful basis: Contract

Third Party: Spectrum Reprographics

Personal data shared: Name, Postal address

Purpose: To fulfill and arrange delivery of product orders placed by customers

Lawful basis: Contract

Third Party: Royal Mail

Personal data shared: Name, Postal address

Purpose: To arrange delivery of products

Lawful basis: Contract

Find their Privacy policy here: [www.royalmail.com/privacy-policy](http://www.royalmail.com/privacy-policy)

Third Party: PayPal

Personal data shared: Name, email address, postal address, financial details

Purpose: To take payment for products purchased by you

Lawful basis: Contract

Find their Privacy policy here: [www.paypal.com/uk/webapps/mpp/ua/privacy-prev](http://www.paypal.com/uk/webapps/mpp/ua/privacy-prev)

## **Website administration**

Third Party: Clikpic

Personal data shared: Name, Email address, IP address

Purpose: Website hosting

Lawful basis: Legitimate interests

Find their Privacy policy here: I am awaiting a copy of Clikpics updated policy

7.2 My Website host Clikpic will collect statistics about My Site including user numbers and patterns. This data will not include any personally identifying information and will not be shared by me with other third parties.

7.3 If I am legally required to share your data I will comply as required by law. I will not require consent from you in order to do this.

## **8. HOW YOU CAN CONTROL YOUR DATA**

8.1 When you submit information via My Site, Newsletter sign up forms or Workshop sign up forms please only provide the data I have asked for. I will never ask for sensitive personal data.

8.2 You may restrict your internet browser's use of Cookies. For more information, see section 10 or my Cookie Policy

8.3 You have the legal right to withdraw consent for the use of your personal data by me at any time. Contact me using the details in section 14.

## **9. YOUR RIGHTS UNDER GDPR**

- You have the right to request access to, deletion of or correction of, your personal data held by me.
- You have the right to complain to a supervisory authority.
- You have the right to be informed of what data processing is taking place.
- You have the right to restrict processing.
- You have the right to data portability.
- You have the right to object to the processing of your personal data.
- You have rights with respect to automated decision making and profiling.

To enforce any of these rights or to to ask any questions about my privacy policy please contact me using the details in section 11.

## **10. COOKIES**

My Site may place first party Cookies on your device. First party Cookies are placed directly by me and are used by me to improve your experience of My Site. By using My Site some third party Cookies may be placed on your device. Third party Cookies are not placed by me. I use third party Cookies for managing Payments via PayPal.

My Site uses analytics services provided by Clikpic who use cookies to collect and analyse usage statistics, enabling me to better understand how people use My Site.

To find out more about how I use cookies you can read my my Cookie Policy.

## **11. CONTACTING ME**

If you have any questions about My Site, Services or this Privacy Policy please contact me via email at [sarahaduffield@outlook.com](mailto:sarahaduffield@outlook.com) or by post at 36 Dacre Gardens, Upper Beeding, Steyning, West Sussex, BN44 3TD.

## **12. PRIVACY POLICY UPDATES**

I may make necessary changes to this Privacy Policy from time to time. Changes will be posted on my website. You should check this page from time to time to make sure you are happy with any changes. Use of my website assumes you are happy with this policy and any changes made to it.

Effective date of this privacy policy: May 18th, 2018