

Privacy & Cookies Policy

I promise that I will not use any personal data gained directly, or indirectly, as a result of any individual visiting my website; for any unlawful purpose whatsoever. This is how the lawyers word it...

1. Introduction

- 1.1 I am committed to safeguarding the privacy of my website visitors.
- 1.2 This policy applies where I am acting as a data controller with respect to the personal data of my website visitors; in other words, where I determine the purposes and means of the processing of that personal data.
- 1.3 I use cookies on my website. Insofar as those cookies are not strictly necessary for the provision of my website, I will ask you to consent to my use of cookies when you first visit our website.

2. Credit

- 2.1 This document was created using a free template from SEQ Legal (<https://seqlegal.com>).

3. How I use your personal data

- 3.1 I may process data about your use of my website and services ("**usage data**"). The usage data may include your IP address, geographical location, browser type and version, operating system, referral source, length of visit, page views and website navigation paths, as well as information about the timing, frequency and pattern of your service use. The source of the usage data is Google analytics. This usage data may be processed for the purposes of analysing the use of the website and services. The legal basis for this processing is consent, namely monitoring and improving my website and services.
- 3.2 I may process information contained in any enquiry you submit to me regarding goods and/or services ("**enquiry data**"). The enquiry data may be processed for the purposes of offering, marketing and selling relevant goods and/or services to you. The legal basis for this processing is consent.
- 3.3 I may process information contained in or relating to any communication that you send to me ("**correspondence data**"). The correspondence data may include the communication content and metadata associated with the communication. My website will generate the metadata associated with communications made using the website contact forms. The correspondence data may be processed for the purposes of communicating with you and record-keeping. The legal basis for this processing is my legitimate interests, namely the proper administration of my website and business and communications with users.

- 3.4 In addition to the specific purposes for which I may process your personal data set out in this Section 3, I may also process any of your personal data where such processing is necessary for compliance with a legal obligation to which I am subject, or in order to protect your vital interests or the vital interests of another natural person.
- 3.5 Please do not supply any other person's personal data to me, unless I prompt you to do so.

4. Providing your personal data to others

- 4.1 I will not share your personal data with anyone except where such disclosure is necessary for compliance with a legal obligation to which I am subject, or in order to protect your vital interests or the vital interests of another natural person

5. International transfers of data

- 5.1 The hosting facilities for my website are situated in the UK. I also use Cloudflare for other website related matters which is based in the USA. My website is subject to the Privacy Policies of these other parties. www.clikpic.com and www.cloudflare.com The European Commission has made an "adequacy decision" with respect to the data protection laws of each of these countries.

6. Retaining and deleting personal data

- 6.1 Any personal data that I process for any purpose or purposes shall not be kept for longer than is necessary for that purpose or those purposes.
- 6.2 I will retain your personal data for a maximum period of 12 months after that it will be deleted.
- 6.3 Notwithstanding the other provisions of this Section 6, I may retain your personal data where such retention is necessary for compliance with a legal obligation to which I am subject, or in order to protect your vital interests or the vital interests of another natural person.

7. Amendments

- 7.1 I may update this policy from time to time by publishing a new version on my website.
- 7.2 You should check this page occasionally to ensure you are happy with any changes to this policy.
- 7.3 I may notify you of significant changes to this policy by e-mail or social media.

8. Your rights

- 8.1 Your principal rights under data protection law are:

- (a) the right to access;
- (b) the right to rectification;
- (c) the right to erasure;
- (d) the right to restrict processing;
- (e) the right to object to processing;
- (f) and the right to withdraw consent.

You can exercise any of the above rights by e-mailing me through the contact form on the website.

9. About cookies

- 9.1 A cookie is a file containing an identifier (a string of letters and numbers) that is sent by a web server to a web browser and is stored by the browser. The identifier is then sent back to the server each time the browser requests a page from the server.
- 9.2 Cookies may be either "persistent" cookies or "session" cookies: a persistent cookie will be stored by a web browser and will remain valid until its set expiry date, unless deleted by the user before the expiry date; a session cookie, on the other hand, will expire at the end of the user session, when the web browser is closed.
- 9.3 Cookies do not typically contain any information that personally identifies a user, but personal information that I store about you may be linked to the information stored in and obtained from cookies.

10. Cookies that I use

- 10.1 I use cookies for the following purposes: authentication, security, analysis, and consent.

11. Cookies used by service providers

- 11.1 My service providers use cookies and those cookies may be stored on your computer when you visit my website.
- 11.2 I use Google Analytics to analyse the use of my website. Google Analytics gathers information about website use by means of cookies. The information gathered relating to my website is used to create reports about the use of my website. Google's privacy policy is available at:
<https://www.google.com/policies/privacy/>.

12. Managing cookies

- 12.1 Most browsers allow you to refuse to accept cookies and to delete cookies. The methods for doing so vary from browser to browser, and from version to version. You can however obtain up-to-date information about blocking and deleting cookies via these links:

- (a) <https://support.google.com/chrome/answer/95647?hl=en> (Chrome);
- (b) <https://support.mozilla.org/en-US/kb/enable-and-disable-cookies-website-preferences> (Firefox);
- (c) <http://www.opera.com/help/tutorials/security/cookies/> (Opera);
- (d) <https://support.microsoft.com/en-gb/help/17442/windows-internet-explorer-delete-manage-cookies> (Internet Explorer);
- (e) <https://support.apple.com/kb/PH21411> (Safari); and
- (f) <https://privacy.microsoft.com/en-us/windows-10-microsoft-edge-and-privacy> (Edge).

12.2 Blocking all cookies will have a negative impact upon the usability of many websites.

12.3 If you block cookies, you may not be able to use all the features on my website.

13. My details

13.1 This website is owned and operated by: Jayne Austin.

13.2 You can contact me:

- (a) by using my website contact form at:
<https://www.jayneAustin.co.uk/contactform.html>