



Privacy Notice

My contact details

Name: Rebecca Thomas

Address: 26 Churston Gardens, London, N11 2NL

Phone Number: 07531 061007

E-mail: rebecca@thomasediting.co.uk

What type of information I have

I currently collect and process the following information:

- Personal identifiers, contacts and characteristics – for example, your name, email address and phone number.

And when supplied by you to carry out work, data might also include:

- Logins for social media accounts and content management systems.

How I get the information and why I have it

Most of the personal information I process is provided to me directly by you for one of the following reasons:

- To allow me to carry out work for you

I also find personal information indirectly, from the following sources in the following scenarios:

- From websites and social media.
- From networking events, in the form of a business card

Under the General Data Protection Regulation (GDPR), the lawful bases I 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 me, Rebecca Thomas.

(b) We have a contractual obligation.

What I do with the information I have

I use the information that you have given us in order to carry out agreed work for you.

I will not share this information.

How I store your information

Your information is securely stored on a business computer at my business address.

I keep personal identifiers, contacts and characteristics for one year after my work for you is finished. I will then dispose of your information by deletion and shredding of any paper copy.

I keep paper print outs of work in progress for no more than one month after each project has finished. All paper is securely shredded.

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 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 information in certain circumstances.

Your right to object to processing - You have the the right to object to the processing of your personal data in certain circumstances.

Your right to data portability - You have the right to ask that we transfer the 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 me at rebecca@thomasediting.co.uk or 017153 061007 if you wish to make a request

How to complain

You can also complain to the ICO if you are unhappy with how I 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

See [Your Data Matters](#) at the Information Commissioner's Office