

# **Privacy Policy & Customer Rights**

## Our Lawful Basis to hold customer data:

Processing is necessary for the purpose of the "*Legitimate Interests*" pursued by the Controller (Worldwide Medal Framing is the data controller)

### What We Hold:

We only hold information voluntarily given to us, for the sole purpose of completing a sale contract and to liaise with our customers.

## **Data Storage:**

We store customer Enquiry & Sale correspondence as our record of sale, on highly secure online (Gmail servers who are a Data Processor) for a reasonable period to allow reconciliation of accounts and order tracking.

### **New Customers:**

We apply the GDPR option "Legitimate Interest" as our justification to hold your data, in order to process your order, this can be given by Word of mouth, Phone, Email, Letter, Text, an Opt In tick box online.

## **Data Requests:**

We will respond as soon a spossible and within 1 month to a request for data we hold or control. Customers are entitled to "one copy of their data for free" but any further requests for information will be charged for.

## Customer Rights: Our customers have a:

- Right to access their data
- Right to rectify their data
- Right to request data erasure
- Right to restriction of their data
- Right to object.

#### **Data Breach:**

We shall in the case of a data breach, where feasible & not later than 72 hours after without undue delay, after having become aware of it, notify the personal data breach to the supervisory authority [ICO] unless the personal data breach is unlikely to result in a risk the rights and freedoms of natural persons.

## **Privacy Policy Enquiries:**

Please address all privacy enquiries to - admin@worldwidemedalframing.com