

# Calamity to Calm

Calamity to Calm is committed to protecting your privacy.

This privacy policy will explain how we use the personal data we collect from you when you use our website.

## **Your Data**

- As part of our business, Calamity to Calm will collect personal information from you such as; your name, email address, phone number and home/business address.
- When you become a client, we are legally required to store the above information for 7 years.
- After this time, all data will be removed aside from your full name and date of last contact.
- You provide most of your data directly to us, through using our contact form, emailing us or contacting us on social media. We only use this data for the purpose it was provided.
- We do not pass your data onto any other organisations. We store your data securely at our trading address in secure password protected computer systems and accounts.

## **Your Rights**

- You have a right to see any information we hold about you (we charge a small fee for this), correct it if it's wrong, or complete it if it's incomplete.
- You also have a right to request deletion of your data, or request it is not used for certain purposes. You are always able to unsubscribe from contact.

### **Cookies**

- Cookies are files placed on your computer to collect information. They can be disabled through your browser at any time, and can never access data you don't allow them permission to view.
- Calamity to Calm uses cookies to monitor visits and use of the website, along with Google Analytics. This information is only used for statistical analysis to improve the website and business.
- For further information and details of types of cookies we use, visit tinyurl.com/wixcookies
- Our website contains links to other websites. Our privacy policy applies only to our website, so if you click on a link to another website, you should read their privacy policy.

#### **Data Protection**

- I am registered with the ICO (Information Commissioner's Office) with registration number ZB278415. If you have any concerns about your data, questions about our policy, want to make a request or a complaint, do not hesitate to contact us. We have one month to respond to you. Please contact the data controller directly at sophie@calamitytocalm.uk.
- If you feel we haven't addressed your concern in a satisfactory manner, you should contact the ICO.