# Privacy Notice

## Introduction

This privacy notice is for clients who use my program development and web hosting services. It sets out how I use personal data that I hold about you and gives information on how to exercise your legal rights.

## What data do I process?

If you communicate with me via email I may retain the dialogue contained in the emails, which may include your name, email address, phone number and address.

If I go on to create or host a website on your behalf I will by necessity need to see any data you provide for publication on the website. In addition if you require mailboxes associated with your web domain to be created, I will by necessity set up and have access to the passwords for those mailboxes.

## What do I use this data for?

* I use your contact details in order to communicate with you.
* I use the initial data you supply to build and populate your website.
* I use mailbox passwords in order to set up your mailboxes.

## What is my legal basis for processing personal data?

Consent.

By communicating with me, requesting me to register a domain name, create or host a website or set up mailboxes, you are authorizing me to do so.

Legitimate interests.

For all other uses of data set out above, I have a legitimate interests in processing it in order to monitor the performance of the website, respond to your queries and improve my products and services.

## How can you access and update your personal information?

Your website data can be maintained via the supplied Content Management System.

Personal contact information that you have given me via communication can be deleted on your request which you can do via email or telephone.

## How long do I keep your personal information?

I will keep your information only for as long as it is relevant and useful for the purpose for which it was originally collected.

## Who will I share your personal information with?

I don't share your personal information with any third party, other than the website hosting company Fasthosts through which I may register your domain on your behalf. For those purposes your name, address, phone number and email address are required inputs.

I reserve the right to disclose your personal information to comply with applicable laws and government or regulatory bodies' lawful requests for information.

I may also have to release information because of a legal requirement on me or pursuant to a court order.

I may transfer, sell or assign any of the information described in this Privacy Notice to third parties as a result of a sale, merger, consolidation, change of control, transfer of assets or reorganisation of my business.

## Will your data be sent overseas?

As you will know, the internet does not recognise national boundaries. Services on the web are accessible globally so collection and transmission of personal data is not always confined to one country.

You should be aware that by communicating with me your personal data may be processed in or transferred to other countries and that you agree to your personal data being transferred or processed in this way.

Your personal data will only be stored or transferred within the UK, EU or US under the EU-US Privacy Shield, or using other safeguards that have been approved by the relevant regulatory body.

## Your rights:

**Right of access**– you have the right to request a copy of the data that I hold about you.

**Right of rectification** – you have a right to correct data that I hold about you that is inaccurate or incomplete.

**Right to be forgotten** – you can ask for the data I hold about you to be erased from my records.

**Right to restriction of processing** – you can ask for me to restrict the way I process your data.

**Right of portability**– you have the right to have the data I hold about you transferred to another organisation.

**Right to object** – you have the right to object to my processing your data where I am relying on a legitimate interest in order to process it.

**Right to withdraw your consent**– you have the right to withdraw your consent at any time.

Please note that these rights are not absolute and certain exemptions apply.

**Exercising your rights, asking questions and raising concerns:**

Please contact me.