



Bluecat Interior Styling - PRIVACY NOTICE *(or - why we collect your personal data and what we do with it)*

When you supply your personal details to us, they are stored and processed for 4 reasons (the bits in bold are the relevant terms used in the Data Protection Act 2018, which includes the General Data Protection Regulation – i.e. the law):

1. We need to collect personal information about you in order to provide you with the best possible service. Your request for our service and our agreement to provide that service constitutes a **contract**. You can, of course, refuse to provide the information, but if you were to do that, we would not be able to provide you with our styling service.
2. We have a “**Legitimate Interest**” in collecting that information, because without it we couldn’t do our job effectively and safely.
3. We also think that it is important that we can contact you in order to confirm your appointments with us or to update you on matters related to the styling service we’re providing for you. This again constitutes “**Legitimate Interest**”, but this time it is your legitimate interest.
4. Provided we have your **consent**, we may occasionally send you general information in the form of articles, advice or newsletters. You may withdraw this consent at any time – just let us know by any convenient method.

Your records are stored:

1. on paper, in locked filing cabinets, and the offices are always locked out of working hours.
2. electronically (“in the cloud”), using an email provider service. This provider has given us their assurances that they are fully compliant with the General Data Protection Regulations. Access to this data is password protected, and the passwords are changed regularly.
3. on our office computers. These are password-protected, backed up regularly, and the office(s) are locked out of working hours.

We will never share your data with anyone who does not need access without your written consent. Only the following people/agencies will have routine access to your data:

- Your designer(s) in order that they can provide you with a styling service
- Our administrative staff, because they organise and coordinate our service
- Other administrative staff, such as our bookkeeper

You have the right to see what personal data of yours we hold, and you can also ask us to correct any factual errors, or to erase your records at any time.

We want you to be absolutely confident that we are treating your personal data responsibly, and that we are doing everything we can to make sure that the only people who can access that data have a genuine need to do so.

Of course, if you feel that we are mishandling your personal data in some way, you have the right to complain. Complaints need to be sent to the person referred to as the “**Data Controller**”. Here are the details you need for that:

Data Controller: Anne Finch-James
Email: hello@bluecatinteriorstyling
Tel: 07833 743313
Address: Tillow Barn
Roothill Lane, Betchworth
Surrey RH3 7AS

If you are not satisfied with our response, then you have the right to raise the matter with the Information Commissioner’s Office.