

Privacy Policy

This Privacy Policy sets out how we Steele Memories, obtain, store and use your personal information when you use or interact with our website, Steelememories.co.uk, or where we otherwise obtain or collect your personal information. This Privacy Policy is effective from

1 . Please read this Privacy Policy carefully. We recommend that you print off a copy of this Privacy Policy and any future versions in force from time to time for your records.

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Summary

4 This summary provides an overview of how we obtain, store and use your personal information. It is intended to provide a very general overview only. It is not complete and must be read in conjunction with the corresponding full sections of this Privacy Policy.

• Data controller: Dan Steele

5 • How we collect or obtain your information: when you provide it to us (e.g. by contacting us [or placing an order on our website] [by contacting us via facebook posts or pages, via telephone or verbally, by signing up to your newsletter), o from your use of our website, using cookies,

• Personal information we collect: name, contact details, addresses and web addresses

• How we use your personal information: for administrative and business purposes particularly to contact you and process orders you place on our website, to improve our business and website, for advertising and analytical purposes, in connection with our legal rights and obligations and for certain additional purposes only with your explicit consent.

• How long we retain your personal information: for no longer than necessary, taking into account any legal obligations we have (e.g. to maintain records for tax purposes) and any other legal basis we have for using your personal information e.g. your consent, performance of a contract with you or our legitimate interests as a business.

• How we secure your personal information: using appropriate technical and organisational measures such as [storing your personal information on secure servers,] 8 [encrypting transfers of data to or from our servers,] [encrypting payments on our site via Secure Sockets Layer (SSL)] [and] only granting access to your personal information where necessary [and].

• Your rights in relation to your personal information

o to access your personal information and to be informed about its use

o to correct your personal information

o to have your personal information deleted

o to restrict the use of your personal information

o to object to the use of your personal information

o to complain to a supervisory authority

o to withdraw your consent to the use of your personal information

Our details

The data controller in respect of our website is Dan Steele of Steele Memories. You can contact the data controller by writing to 26 Armadale road, Chichester po19 7nr or sending an email to info@steelememories.co.uk