

# Foxglove Wedding Stationery

## Privacy Notice

### **Our contact details**

Name: Oonagh Moore

Address: 5 Ashgrove Park, Omagh, BT78 5EE

Phone Number: 077 46843205

E-mail: [info@foxglovestationery.com](mailto:info@foxglovestationery.com)

### **What type of information we have**

We currently collect and process the following information:

- Personal identifiers, contacts and characteristics (for example, name and contact details such as telephone number, email address, postal address)

### **How we get the information and why we have it**

Most of the personal information we process is provided to us directly by you for one of the following reasons:

- So that we can correspond with you during the course of business.
- So that we can send you promotional material.

Under the General Data Protection Regulation (GDPR), the lawful bases we rely on for processing this information are:

- (a) Your consent. You are able to remove your consent at any time. You can do this by contacting Oonagh Moore, 5 Ashgrove Park, Omagh, BT78 5EE, [info@foxglovestationery.com](mailto:info@foxglovestationery.com), 077 46843205

## What we do with the information we have

We use the information that you have given us in order to correspond with you during the course of business.

## How we store your information

Your information is securely stored at our premises in 5 Ashgrove Park, Omagh, BT78 5EE.

We keep your personal information for the time period in which we need to correspond with you while providing our services to you. We will then dispose of your information by deleting your contact details from our records and destroying any paper records of your contact details.

## Your data protection rights

Under data protection law, you have rights including:

**Your right of access** - You have the right to ask us for copies of your personal information.

**Your right to rectification** - You have the right to ask us to rectify information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

**Your right to erasure** - You have the right to ask us to erase your personal information in certain circumstances.

**Your right to restriction of processing** - You have the right to ask us to restrict the processing of your information in certain circumstances.

**Your right to object to processing** - You have the the right to object to the processing of your personal data in certain circumstances.

**Your right to data portability** - You have the right to ask that we transfer the information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact us at [info@foxglovestationery.com](mailto:info@foxglovestationery.com), 077 46843205 if you wish to make a request.

## **How to complain**

You can also complain to the ICO if you are unhappy with how we have used your data.

The ICO's address:

Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF  
Helpline number: 0303 123 1113