

# Lynnette Gladding

## PRIVACY NOTICE

Lynnette Gladding understands that customers care about the use and storage of their personal information and she values your trust in allowing her to do this in a careful and sensible manner. She has created this privacy notice in order to demonstrate her commitment to the privacy of her clients.

### **What Information Lynnette Gladding Collects**

When you make an enquiry to purchase or commission a picture or sculpture, Lynnette Gladding will collect some of your personal information, to make sure she has everything she needs to make the most of her services. She uses this information for administration of the services you have asked for.

### **Who is Lynnette Gladding**

Lynnette Gladding is an Artist who gathers and processes your personal information in accordance with this privacy notice and in compliance with the relevant data protection Regulation and laws. This notice provides you with the necessary information regarding your rights and their obligations, and explains how, why and when Lynnette Gladding processes your personal data.

Lynnette Gladding, 1 Whooper Close, Long Stratton, Norfolk, NR15 2EA

### **Information That She Collects**

Lynnette Gladding processes your personal information to meet with legal and statutory obligations and to provide you with her services. She will never collect any unnecessary personal data from you and will not process your information in any way, other than as specified in this notice.

### ***The personal data that she may collect from you is:-***

- Name
- Address
- Email
- Landline Number
- Mobile Number
- Purchase or Commission Details

### ***She may collect this information in the following ways***

- Email via website
- Personal Email
- Telephone
- In Person
- In Writing

For security purposes client names, contact details and other related personal information shall be kept securely in a locked metal box file in Lynnette's Home

## **How Will She Use Your Personal Data** (*Legal Basis for Processing*)

Lynnette Gladding takes your privacy very seriously and will never disclose, share or sell your data without your consent, unless required to do so by law.

## **Your Rights**

You have the right to access any personal information that Lynnette Gladding processes about you and to request information about:-

- What personal data they hold about you
- The purpose of the processing
- The categories of personal data concerned
- How long they intend to store your personal data for

If you believe that Lynnette Gladding holds any incomplete or inaccurate data about you, you have the right to ask her to correct and/or complete the information and she will strive to do so as quickly as possible; unless there is a valid reason for not doing so, at which point you will be notified.

You also have the right to request erasure of your personal data or to restrict processing in accordance with the data protection laws.

If Lynnette Gladding receives a request from you to exercise any of the above rights, she may ask you to verify your identity before acting on the request; this is to ensure that your data is protected and kept secure.

## **Sharing and Disclosing Your Personal Information**

Lynnette Gladding does not share and or will not disclose any of your personal information without your consent, other than for the purposes specified in this notice or where there is a legal requirement.

## **Safeguarding Measures**

Lynnette Gladding takes your privacy seriously and takes every reasonable measure and precaution to protect and secure your personal data. Lynnette Gladding works hard to protect you and your information from unauthorised access, alteration, disclosure or destruction.

## **Lodging a Complaint**

Lynnette Gladding only processes your personal information in compliance with this privacy notice and in accordance with the relevant data protection laws. If however you wish to raise a complaint regarding the processing of your personal data or are unsatisfied with how she has handled your information, you have the right to lodge a complaint with the supervisory authority.

Information Commissioner's Office

Wycliffe House, Water Lane  
Wilmslow  
Cheshire  
SK9 5AF

Tel: 0303 123 1113

Email: [registration@ico.org.uk](mailto:registration@ico.org.uk)

Website:- [ico.org.uk](http://ico.org.uk) / Fax: 01625 524 510