

Privacy notice document

Introduction

Client confidentiality is important to us. This privacy notice outlines who we are, what information we collect and store, how we will use that information, how long we store it for and how we store it, how we keep it secure and how we dispose of it once it becomes unnecessary to keep it.

Please read our policy document carefully and contact us with any questions or concerns you may have with our privacy practices.

Who we are?

Data Controllers: Lisa and Mark Stanley

Chameleon Upholstery

The Rickyard, Whitley Manor Farm, Palmer's Cross, Bramley, Guildford, Surrey, GU5 0LL

What information do we collect?

Forename and Surname

Best contact number

Address where delivery of furniture is necessary or we are coming to view for a quotation

Email address

We do not collect data from third parties.

Data is collected via telephone or e-mail unless the customer has contacted us via social media in which case it is up to them what personal information they share with us.

Our website has a customer contact form on it which asks for name, telephone, Postcode.

How do we use personal information?

We use personal information to create custom quotations and invoices for the work we carry out on behalf of our customers.

We send an annual e-mail to customers who have used our services in the last 12 months in order to keep them up-to-date.

We will never send spam email only email relative to your current enquiry or job.

What legal basis do we have for processing your personal data?

The relevant processing conditions contained within the GDPR contain six possible legal grounds:

- consent
- contract
- legitimate interests
- vital interests
- public task
- legal obligation