

# Privacy and Cookie Policy

This Privacy and Cookie Policy applies to Jenny Johns Design, a trading name for Jenny Johns, a freelance graphic and digital designer.

## THE TYPE OF PERSONAL INFORMATION COLLECTED

Jenny Johns Design collects:

- Name
- Email Address
- Website URL
- Any other information you provide in relation to a potential job

## HOW THE INFORMATION IS COLLECTED AND WHY I HAVE IT

The personal information I process is provided by you directly and is required in order to quote for potential design work. This information is collected via, email, website form, or via a telephone call.

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

a) Your consent. You are able to remove your consent at any time. You can do this by contacting [jenny@jennyjohnsdesign.co.uk](mailto:jenny@jennyjohnsdesign.co.uk)

## HOW WILL I USE YOUR DATA

Your data shall only be used for the purposes of tailoring a quote or brief in relation to design work required.

Unless required to do so by law, I will not disclose any personal information collected to any person other than as set out above.

I do not sell or share your details with any third parties.

## HOW YOUR PERSONAL INFORMATION IS STORED

Your information collected as detailed above is securely stored in my system for 10 years. This data is stored electronically on a password protected computer. Once this time period has expired, your personal details will be deleted from my system.

## YOUR DATA PROTECTION RIGHTS

Under data protection law, you have rights including:

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

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

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

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

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

**Your right to data portability** - You have the right to ask that I transfer the personal information you gave me 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, I have one month to respond to you. Please contact me at [jenny@jennyjohnsdesign.co.uk](mailto:jenny@jennyjohnsdesign.co.uk) if you wish to make a request.



## **COOKIE POLICY**

A Cookie is a small file, stored on a user's hard drive by a website. Its purpose is to collect data relating to the users browsing habits. You can chose to be notified each time a Cookie is transmitted. You can also chose to disable Cookies entirely in your internet browser, but this may decrease the quality of your user experience.

My website uses Essential Cookies which are automatically placed on your computer or device as they are necessary for certain actions from my website to take place. Without these Cookies being used, visitors may not benefit from some of the services my site offers.

## **MODIFICATIONS**

This Privacy Policy may be amended from time to time in order to maintain compliance with the law and to reflect any changes to my data collection process. When I amend this Privacy Policy I will update the date at the bottom of this Privacy Policy.

## **CONTACTING THE APPROPRIATE AUTHORITY**

If you feel that I have not responded to your concerns in a satisfactory manner you can report your complaint to the ICO. Please visit the ICO website: <https://www.ico.org.uk> or call their helpline on 0303 123 1113.

