

BACKGROUND:

Harlequin Arts understands that your privacy is important to you and that you care about how your personal data is used. I respect and value the privacy of everyone who visits this website, www.harlequinarts.co.uk ("My Site") and as described in Parts 5 and 6, below, I do not collect personal data about you unless you contact me. Any personal data I do collect will only be used as permitted by law.

Please read this Privacy Policy carefully and ensure that you understand it. Your acceptance of this Privacy Policy is deemed to occur upon your first use of My Site. If you do not accept and agree with this Privacy Policy, you must stop using My Site immediately.

1. Information About Me

- 1.1. My Site is operated by Karen Herrick, a sole trader, of
- 1.2. Brampton Courtyard, 11 Old Hall Road, Chesterfield, Derbyshire, S40 3RG.
- 1.3. Email address: admin@harlequinarts.co.uk.

2. What Does This Policy Cover?

2.1. This Privacy Policy applies only to your use of My Site. My Site may contain links to other websites. Please note that I have no control over how your data is collected, stored, or used by other websites and I advise you to check the privacy policies of any such websites before providing any data to them.

3. What is Personal Data?

3.1. Personal data is defined by the General Data Protection Regulation (EU Regulation 2016/679) (the "GDPR") as 'any information relating to an identifiable person who can be directly or indirectly identified in particular by reference to an identifier'.

3.2. Personal data is, in simpler terms, any information about you that enables you to be identified. Personal data covers obvious information such as your name and contact details, but it also covers less obvious information such as identification numbers, electronic location data, and other online identifiers.

4. What Are My Rights?

4.1. Under the GDPR, you have the following rights, which I will always work to uphold:

- 4.1.1. The right to be informed about my collection and use of your personal data. This Privacy Policy should tell you everything you need to know, but you can always contact me to find out more or to ask any questions using the details in Part 10.
- 4.1.2. The right to access the personal data I hold about you. Part 9 will tell you how to do this.
- 4.1.3. The right to have your personal data rectified if any of your personal data held by me is inaccurate or incomplete. Please contact me using the details in Part 10 to find out more.
- 4.1.4. The right to be forgotten, i.e. the right to ask me to delete or otherwise dispose of any of your personal data that I have. Please contact me using

the details in Part 10 to find out more.

4.1.5. The right to restrict (i.e. prevent) the processing of your personal data.

4.1.6. The right to object to me using your personal data for a particular purpose or purposes.

4.1.7. The right to data portability. This means that, if you have provided personal data to me directly, I am using it with your consent or for the performance of a contract, and that data is processed using automated means, you can ask me for a copy of that personal data to re-use with another service or business in many cases.

4.1.8. Rights relating to automated decision-making and profiling. I do not use your personal data in this way.

4.2. For more information about my use of your personal data or exercising your rights as outlined above, please contact me using the details provided in Part 10.

4.3. Further information about your rights can also be obtained from the Information Commissioner's Office or your local Citizens Advice Bureau.

4.4. If you have any cause for complaint about my use of your personal data, you have the right to lodge a complaint with the Information Commissioner's Office.

5. What Personal Data Do You Collect?

5.1. Subject to the following, I do not collect any personal data from you. I do not place cookies on your computer or device, nor do I use any other means of data collection.

5.2. If you send me an email, I may collect your name, your email address, and any other information which you choose to give me.

5.3. If you choose to contact me via a contact page on My Site I may collect your name, your email address, and any other information which you choose to give me.

5.4. If you choose to contact me via mobile technology or social media I may collect your name, your unique contact information, and any other information which you choose to give me.

6. How Do You Use my Personal Data?

6.1. If I do collect any personal data, it will be processed and stored securely, for no longer than is

necessary in light of the reason(s) for which it was first collected. I will comply with my obligations and safeguard your rights under the GDPR at all times. For more details on security see Part 7, below.

6.2. As stated above, I do not generally collect any personal data. If you contact me and I obtain your personal details from your email or other means of contact, I may use them to respond to you.

6.3. Any and all emails or messages delivered to me containing your personal data will be deleted no later than one year after the subject matter of your email or reason for contacting me has been resolved.

6.4. You have the right to withdraw your consent to me using your personal data at any time, and to request that I delete it.

6.5. I will not share any of your data with any third parties for any purposes other than storage on an email server.

7. How and Where Do You Store My Data?

7.1. I will only store your personal data within the European Economic Area (the "EEA"). The EEA consists of all EU member states, plus Norway, Iceland, and Liechtenstein. This means that your personal data will be fully protected under the GDPR or to equivalent standards by law.

7.2. Where I transfer your data to a third party based in the US, this may be protected if they are part of the EU-US Privacy Shield. This requires that third party to provide data protection to standards similar to those in Europe. More information is available from the [European Commission](#).

7.3. Please contact me using the details below in Part 10 for further information about the particular data protection mechanism used by me when transferring your personal data to a third country.

7.4. Personal data security is essential to me, and to protect personal data, I take the following measures:

7.4.1. Your data is stored on a password protected and encrypted server.

7.4.2. I use password protected computers and data encryption is enabled.

7.4.3. My backup data is held on a secure online facility within the EEA.

7.4.4. Physical archive documents that need to be retained for such as audit and compliance reasons are retained in locked storage. The documents may have to be stored for six years for compliance reasons before destruction.

7.4.5. I cross cut shred any redundant physical documents that have any data references.

7.4.6. Permanent deletion of files on a hard drive (a non-volatile memory hardware device that permanently stores and retrieves data on a computer) cannot be guaranteed so while I endeavour to delete unnecessary files all hard drives are destroyed before end of life disposal and recycling.

7.4.7. I do not use portable memory devices to store data of any kind. I also endeavour not to use any personal data, including my own, when using someone else's device for such as a presentation.

8. Do You Share My Personal Data?

8.1. I will not share any of your personal data with any third parties for any purposes, subject to one important exception.

8.2. In some limited circumstances, I may be legally required to share certain personal data, which might include yours, if I am involved in legal proceedings or complying with legal obligations, a court order, the instructions of a government authority or some other statutory or compliance requirement.

9. How Can I Access My Personal Data?

9.1. If you want to know what personal data I have about you, you can ask me for details of that personal data and for a copy of it (where any such personal data is held). This is known as a "subject access request".

9.2. All subject access requests should be made in writing and sent to the email or postal addresses shown in Part 10.

9.3. There is not normally any charge for a subject access request. If your request is 'manifestly unfounded or excessive' (for example, if you make repetitive requests) a fee may be charged to cover my administrative costs in responding.

9.4. I will respond to your subject access request within 21 days and, in any case, not more than one month of receiving it. Normally, I aim to provide a complete response, including a copy of your personal data within that time. In some cases, however, particularly if your request is more complex, more time may be required up to a maximum of three months from the date I receive your request. You will be kept fully informed of my progress.

10. How Do I Contact You?

10.1. To contact me about anything to do with your personal data and data protection, including to make a subject access request, please use the following details:

10.1.1. Email address:
admin@harlequinarts.co.uk.

10.1.2. Postal Address:
Brampton Courtyard, 11a Old Hall Road,
Chesterfield, Derbyshire, S40 3RG.

11. Changes to this Privacy Policy

11.1. I may change this Privacy Notice from time to time. This may be necessary, for example, if the law changes, or if I change my business in a way that affects personal data protection.

11.2. Any changes will be immediately posted on My Site and you will be deemed to have accepted the terms of the Privacy Policy on your first use of my Site following the alterations. I recommend that you check this page regularly to keep up-to-date.