

GDPR – what is in place

EU-wide data protection rules (GDPR) came in to effect on **25 May 2018**. If you contact me, here's how I will keep your details and protect your work.

The GDPR is primarily about personal information, but its introduction is an opportunity to outline how I protect all my files.

Protecting your work

I keep all digital versions, notes and everything else to do with all my projects. Every client has a folder on my computer (I do not print client's work so I hold no paper files). Having an 'audit trail' is a good habit I don't want to break. Some clients, though, ask for materials to be deleted and of course I am happy to comply with that (see the Privacy and Data Protection page, below).

Protecting personal data

In general, I collect/store:

- name, email address, phone numbers, job title

If I have paid you for a service, I will also have details of how to send the payment (e.g. information needed for BACS transfer)

My website collects the minimum information possible, namely:

- IP address for Google Analytics (see the Privacy and Data Protection page).

Under the GDPR you are now able to contact me to ask what personal information I hold about you and to ask me to delete it. That's fine: can do, no problem.

- Please simply contact me if necessary.

I will be starting a blog at some point in 2018.

2018 Privacy and Data Protection Policy

This can also be accessed from the link in the footer of my website pages.

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Data Protection

1. All project-related files for 'live' projects are stored on a password-protected computer that only I control.
2. All emails for 'live' projects are stored on a password-protected computer that only I control.
3. Files are backed up regularly to Dropbox and to an external hard drive which is stored in a secure location and is also password protected.
4. All project-related files and all emails for 'completed' projects are stored in a password-protected archive.

Personal Data

1. I collect your personal data (as defined under the GDPR) so that I can: provide you with a service; respond to your enquiries; keep you up to date with new services/availability.
2. I keep your data while you are a client and after your project is completed (for tax purposes).
3. I collect your data directly (i.e. when you provide your details or join my mailing list).
4. I do not share your personal data with third parties unless I have asked for your permission to do so.
5. I will not sell, lease or distribute your personal information to third parties unless I am compelled by law to do so.
6. You can opt out of any marketing communications at any time by emailing me or using an unsubscribe link.
7. All clients will be made aware of my Privacy and Data Protection Policy via links on my website.