

# 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.