

Georgie Baskerville

PRIVACY NOTICE

Georgie Baskerville understands that customers care about the use and storage of their personal information and she values your trust in allowing her to do this in a careful and sensible manner. She has created this privacy notice in order to demonstrate her commitment to the privacy of her clients.

What Information Georgie Baskerville Collects

When you make an enquiry or commission a picture, Georgie Baskerville will collect some of your personal information, to make sure she has everything she needs to make the most of her services. She uses this information for administration of the services you have asked for.

Who Are Georgie Baskerville

Georgie Baskerville is a Norfolk Artist who gathers and processes your personal information in accordance with this privacy notice and in compliance with the relevant data protection Regulation and laws. This notice provides you with the necessary information regarding your rights and their obligations, and explains how, why and when Georgie Baskerville processes your personal data.

Georgie Baskerville, Red Barn Farm, Brockdish, Diss, Norfolk, IP21 4HW

Information That She Collects

Georgie Baskerville processes your personal information to meet with legal and statutory obligations and to provide you with her services. She will never collect any unnecessary personal data from you and will not process your information in any way, other than as specified in this notice.

The personal data that she may collect from you is:-

- Name
- Address
- Email
- Landline Number
- Mobile Number
- Commission Details

She may collect this information in the following ways

- Email via website
- Personal Email
- Telephone
- In Person
- In Writing

Your personal data is securely stored in her personal office in her work book.

How Will She Use Your Personal Data (*Legal Basis for Processing*)

Georgie Baskerville takes your privacy very seriously and will never disclose, share or sell your data without your consent, unless required to do so by law.

Your Rights

You have the right to access any personal information that Georgie Baskerville processes about you and to request information about:-

- What personal data they hold about you
- The purpose of the processing
- The categories of personal data concerned
- How long they intend to store your personal data for

If you believe that Georgie Baskerville holds any incomplete or inaccurate data about you, you have the right to ask her to correct and/or complete the information and she will strive to do so as quickly as possible; unless there is a valid reason for not doing so, at which point you will be notified.

You also have the right to request erasure of your personal data or to restrict processing in accordance with the data protection laws.

If Georgie Baskerville receives a request from you to exercise any of the above rights, she may ask you to verify your identity before acting on the request; this is to ensure that your data is protected and kept secure.

Sharing and Disclosing Your Personal Information

Georgie Baskerville does not share and or will not disclose any of your personal information without your consent, other than for the purposes specified in this notice or where there is a legal requirement.

Safeguarding Measures

Georgie Baskerville takes your privacy seriously and takes every reasonable measure and precaution to protect and secure your personal data. Georgie Baskerville works hard to protect you and your information from unauthorised access, alteration, disclosure or destruction.

Lodging a Complaint

Georgie Baskerville only processes your personal information in compliance with this privacy notice and in accordance with the relevant data protection laws. If however you wish to raise a complaint regarding the processing of your personal data or are unsatisfied with how she has handled your information, you have the right to lodge a complaint with the supervisory authority.

Information Commissioner's Office

Wycliffe House, Water Lane
Wilmslow
Cheshire
SK9 5AF

Tel: 0303 123 1113

Email: registration@ico.org.uk

Website:- ico.org.uk / Fax: 01625 524 510