# Privacy Policy

When it comes to your privacy, and how I process any data collected from you, I try to meet the highest standards and process your data fairly and lawfully. This is to be compliant with the General Data Protection Regulation (GDPR) that comes into effect on May 25th 2018.

**Using this website**

This website does not use Google analytics and so no information is gathered by a third party. Any information I obtain from you will only be via the Contact form, and this is given freely by yourself by deciding to send the form to me. Any information you send via this contact form will be viewed by myself only and will not be shared with any third parties.

**Use of cookies**

My website uses cookies to distinguish you from other users of our website. This helps me to provide you with a good experience when you browse our website and also allows me to improve my site. For detailed information on the cookies I use and the purposes for which I use them please see our Cookie Policy.

**Who will be collecting your data?**

As the data controller Kim Thomson, I am responsible for collecting your data. I can be contacted by email at **hi@makeit.kim**

**Why am I collecting your data?**

I need to collect data from you so that I can carry out the work you and I agree to me undertaking for you. I also need to be able to notify you about changes to my services.

**What information will I collect from you?**

For my services to be used I will need to collect your name, email address and phone number. I may also need to collect more detailed information from you I will email to ask you these questions. For me to commence the work that we agree between us, you will need to read and agree to the information set out in my Terms of Booking.

**How will your data be collected?**

Your data will be collected by direct contact with you through email or telephone. Emails and attachments may be monitored and used by us for reasons of security and I may block email addresses if they do not meet with my office policy.

**How will your collected data be stored?**

Any information I do collect from you may be entered into forms that I keep securely on my computer.

**How will I use your data?**

When you contact me using your email address or telephone number, I will not pass this information on to any third parties. If I wish to collect any further information from you I will ask you openly, and you will have the choice to accept or decline. By declining, this will not affect the service you receive from me (unless it prevents me from completing my work for you) and it does not affect your consumer rights.

**Withdrawal of consent**

If you decide you no longer wish to use my services, you are able to withdraw your consent to me storing any data that I have collected about you. In such circumstance, I will delete any forms I have created to hold your information.

**Access to personal information**

If you want to request information that I hold about you, you can make a ‘subject access request’ under the Data Protection Act 1998. I am always as informative as possible about any information that I hold about you. You can request this information by email to hi@makeit.kim

If I have made any mistakes in the information I hold about you, I will correct this immediately.

**Queries and complaints**

Questions, comments and requests regarding my service and my privacy policy are welcomed. I hope that you should never need to make a complaint, but should you do, I will take this very seriously.

**Disclosure of personal information**

I will not disclose any personal data without consent except when required by law.

**Links to other websites**

This privacy notice does not cover the links within this site linking to other websites. If you follow a link to any of these websites, please note that these websites have their own privacy policies and that I do not accept any responsibility or liability for these policies.

**Changes to this privacy notice**

This privacy notice was last updated on 14th February 2018.

Any changes I may make to our privacy policy in the future will be posted on this page and, where appropriate, notified to you by e-mail. Please check back frequently to see any updates or changes to my privacy policy.