



DATA PRIVACY NOTICE

Cinderella Fabrics

Your Personal Data – What Is It?

Personal data relates to a living individual who can be identified from that data. Identification can be by the information alone or in conjunction with any other information in the data controller's possession or likely to come into such possession. The processing of data is governed by the General Data Protection Regulation 2016/679 (GDPR).

Who Are We?

Cinderella Fabrics is a family run business providing quality fabrics and home furnishings.

How Do We Process Your Personal Data?

Cinderella Fabrics complies with the obligations under GDPR by keeping personal data up to date; by storing and destroying it securely; by not collecting or retaining excessive amounts of data; by protecting personal data from loss, misuse, unauthorised access and disclosure and by ensuring that appropriate measures are in place to protect personal data.

When you place an order with us we will ask you to provide us with the following information; your name, email address, telephone number (landline and/or mobile) and address. If you contact us via email through our website we will collect your name and email address.

We use your personal data for the following purposes:-

- To contact you to obtain and/or provide additional information about your order
- To contact you to advise on the progress and/or completion of your order

What is the Legal Basis for Processing Your Personal Data?

We have a legal basis for processing your data as you have entered into a contract with us when ordering a service. We can lawfully process your information in the fulfilment of this contract.

We also have a legal basis to process your data if you contact us via our website as we could potentially enter into a contract to provide you with a service.

Sharing Your Personal Data

Your personal data will be treated as strictly confidential, and will be shared only in the following circumstance; your name and address with a supplier of fabric when you specifically ask for samples to be sent directly to your home.

How Long Do We Keep Your Personal Data?

If you are a customer we will keep your data for a period of 10 years. Your data will be stored in our order filling systems, which will be kept secure.

If you have contacted us via our website we will keep your data for 1 year. Your data will be stored on our laptop in our email browser.

Personal Data and Your Rights

Unless subject to an exemption (under GDPR), you have the following rights with respect to your personal data:-

- The right to request a copy of your personal data which we hold about you
- The right to request that we correct any personal data if it is found to be inaccurate or out of date
- The right to request your personal data is erased where it is no longer necessary for us to retain such data
- The right, where there is a dispute in relation to the accuracy or processing of your personal data, to request a restriction is placed on further processing
- The right to lodge a complaint with the Information Commissioners Office

Further Processing

If we wish to use your personal data for a new purpose, not covered in this Data Privacy Notice, then we will provide you with a new notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions. When and if necessary, we will seek your prior consent to the new processing.

Contact Details

To exercise all relevant rights, queries or complaints please in the first instance contact Cinderella Fabrics at Cinderella@fabricshop.plus.com

You can contact the Information Commissioners Office on 0303 123 1113