Home Tidy Privacy Policy

**Our contact details**

Lynsey Forrest

Brook House, Polmennor Road, Penzance, TR18 3JF

07801 247 582

lynsey@hometidyorganisers.com

[www.hometidyorganisers.com](http://www.hometidyorganisers.com)

**The type of personal information we collect**

We currently collect and process the following information:

* Name
* Home Address
* Phone number
* Email address

**How we get the personal information and why we have it**

Most of the personal information we process is provided to us directly by you for one of the following reasons:

* To send you information
* To respond to enquiries and/or other requests or questions
* To send you information and updates relating to Home Tidy

All personal data collected by Home Tidy will be password protected.

Home Tidy is registered with the Information Commissioner’s Office.

Under the UK General Data Protection Regulation (UK GDPR), the lawful bases we rely on for processing your personal information are Consent and Contractual Obligation. When you book a Consultation, Session or Additional Hours, your information will be processed in order for Home Tidy to carry out the services required

You can withdraw your consent at any time by contacting lynsey@hometidyorganisers.com

Home Tidy may occasionally pass your information to Third Parties with your consent, for example, waste removal specialists, tradespeople or to law enforcement if required by law to do so.

**How we store your personal information**

Your information is securely stored in password protected files at Home Tidy offices.

We do not have a set time limit for storing personal data but will erase said data when it is clear to Home Tidy that it is no longer needed.

**Your data protection rights**

Under data protection law, you have rights including:

**Your right of access** - You have the right to ask us for copies of your personal information.

**Your right to rectification** - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

**Your right to erasure** - You have the right to ask us to erase your personal information in certain circumstances.

**Your right to restriction of processing** - You have the right to ask us to restrict the processing of your personal information in certain circumstances.

**Your right to object to processing** - You have the right to object to the processing of your personal information in certain circumstances.

**Your right to data portability** - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact us at lynsey@hometidyorganisers.com if you wish to make a request.

**How to complain**

If you have any concerns about our use of your personal information, you can make a complaint to us at lynsey@hometidyorganisers.com

You can also complain to the ICO if you are unhappy with how we have used your data.

The ICO’s address:

Information Commissioner’s Office

Wycliffe House

Water Lane

Wilmslow

Cheshire

SK9 5AF

Helpline number: 0303 123 1113

ICO website: <https://www.ico.org.uk>