

GDPR Compliance Statement from Gloria Hazell for Dragonfly Deizgnz

May 2018

This has been written after much research online.

Mainly this is a response to the information supplied by the Information Commissioners Office for micro businesses. A document from their website called '12 steps to take now'.

All this can be found at ico.org.uk

1. Awareness.

I am a sole trader with no staff or assistance of any kind. I have informed myself of what is required for my organisation. I am fully aware that the law is changing in May 2018. I work with one HD lap top. It is password protected. No other person has access to or uses my office, (which is my bedroom). I shred all paper records promptly and regularly.

2. Information I hold.

The email addresses of people who have emailed me and to whom I have replied. These are automatically saved on my personal Hotmail account (that I have had since 1999) or my 50 megs Dragonfly Deizgnz account email (that I have had since 2013).

Email and postal addresses for people who have ordered a website via Face book or the web site, or by emailing or calling me are saved for 5 years and then deleted. These orders and the customers website are added to my own web space that is hosted by 50MEGS that is a United Online Company. United Online Web Services, Inc., c/o United Online, Inc., 2 Executive Drive, Suite 680, Fort Lee, New Jersey 07024. Copyright © 2018 United Online Web Services, Inc. All rights reserved.

My website www.dragonfly-deizgnz.com is password protected.

I am located in the UK.

I never share this information with anyone at all. I have never shared information with anyone.

3. Communicating Privacy Information.

This document is on my website as a pdf link.

Privacy information with regards to United Online, Inc who host my website can be found on this page http://www.50megs.com/fs_img/search/privacy-statement.htm

4. Individuals Rights

On request I will delete data immediately. If someone asks to see a copy of their data I can take a screen shot of this and send to them by post or email. I only keep their information for 5 years after the web site has been finished. This is in case an addition or correction or changes need to be made.

5. Subject Access requests.

If anyone requests these details I can normally respond immediately or anyway within 48 hours.

6. Lawful basis for processing data

If a person has emailed me – then hotmail will automatically save their email address. I shall never add this address to any database or spread sheet.

I do not add emails to any list.

7. Consent

I have never harvested or purchased email lists. Anyone on my list has actively placed themselves there.

8. Children.

My operation does not involve nor is suitable for children. I have never sold to a child so I do not anticipate this to be a problem.

9. Data Breaches.

I have my website and my lap top password protected. If I was informed of a data breach in a system I am using I shall closely follow and seek advice as to how it should be handled.

10. Data Protection by Design and data Protection Impact Assessments

I have familiarised myself with the ICO's code of practice on Privacy Impact.

11. Data Protection Officer

As I am the only person in my organisation, so although I don't believe I need one, I have appointed myself.

12. International.

I believe my lead data protection supervisory authority is the UK ICO.