



## designthoughts graphic design PRIVACY POLICY

designthoughts take your privacy very seriously and are committed to protecting and respecting it.

The data controller for designthoughts is Liz May (owner) of designthoughts.

This privacy policy has been developed for you to understand how designthoughts collects and makes use of personal information from our customers and we are following the guidelines set down in the GDPR legislation 25th May 2018.

- Before or at the time of collecting personal information, designthoughts will identify the purposes for which information is being collected through phone or email.  
Personal information designthoughts will hold about the customer(s) will solely be their phone number, email and address (if needed), which will be safely secured.
- designthoughts will collect and use personal information solely with the purpose of contacting our customers for work purposes.
- We will only retain personal information as long as necessary for the fulfillment of those purposes. This will be for a maximum of 5 years, for which if there has been no further correspondence with designthoughts the customers information will be removed from the database.
- We will collect personal information by lawful and fair means and, where appropriate, with the knowledge or consent of the individual concerned.
- Personal data held about the customer of designthoughts will be kept up to date.
- designthoughts will protect personal information by reasonable security safeguards against loss or theft, as well as unauthorized access, disclosure, copying, use or modification.
- designthoughts will make readily available to customers the information we hold about them, and will respect their decision if they no longer want their details held by designthoughts.
- designthoughts will not share, disclose or sell any personal information about our customers to any third party.
- Any sales of products under our name 'Skantlyn' sold through the Folksy.com shop we will collect the name and address of the customer to send the item to, however once the item has been posted to the customer, the customers details will be deleted, so no personal information will be stored.

If you have any questions or concerns regarding the privacy policy please email [liz@designthoughts.co.uk](mailto:liz@designthoughts.co.uk)