

Chorlton Bike Deliveries - Privacy Policy

Name: Chorlton Bike Deliveries

Phone Number: 07561737986

Email: chorltonbikedeliveries@gmail.com

Date completed: November 2020

1. The type of information we collect

We currently process and collect the following information:

- Personal identifiers ie name, email address
- The nature of the enquiry made to us

We use the above information in order to respond to enquiries and to send info about developments to Chorlton Bike Deliveries.

This information is collected from the 'contact us' form on our website.

We will not share any of your information.

2. Under the General Data Protection Regulation (GDPR), the lawful bases we rely of for processing this information are:

- Your consent - You are able to remove your consent at any time by emailing chorltonbikedeliveries@gmail.com
- We have a legitimate interest.

3. How we store your personal information:

Your information (detailed over) is securely stored on XXX.

We will keep this information for the duration of the period that Chorlton Bike Deliveries is trading.

4. Your data protection rights:

Under data protection law, you have rights including:

- Right of access - you have the right to ask us for copies of your personal information
- 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 it incomplete.
- Right to erasure - you have the right to ask us to restrict the processing of your personal information in certain circumstances

- Right to object to processing - you have the right to object to 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 chorltonbikedeliveries@gmail.com if you wish to make a request.

5. How to complain

If you have any concerns about our use of your personal information, you can make a complaint to us at chorltonbikedeliveries@gmail.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 122 1113

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