**Introduction & Our Details**

Social-Ally is a *company incorporated in England & Wales*.

For data protection purposes we are the ‘data controller’ of the personal data that you give us.

Our address is: 6 Wensley Close, Romford, Essex, RM5 2JJ

Our contact details are: 07800 563932, jade@social-ally.co.uk

**My Commitment to You**

I am committed to protecting your privacy and to complying with the data protection /GDPR laws in the UK. In consequence, I collect the minimum amount of information about you that is commensurate with providing you with a satisfactory service.

**What is the purpose and legal basis for me to collect and process your personal data?**

The main purpose is to identify our customers to enable us to deliver to you the services that you buy from us and to provide you with any follow-up that is required. We also have to retain records of all our transactions for tax and accounting reasons.

In addition, as long as you freely give me your consent, I will send you by *email*newsletters and information concerning our products and activities including special offers and details of new services. This is done through a service called Mailchimp that also complies with the GDPR rules.

**What personal data will be collected and processed?**

Depending on the type of transaction you enter into, this may include your name, address, telephone number, and email address as well as admin to your social media pages where necessary.

This also includes any business photos, and information you give to me to help me with the services I am offering you.

**Who will receive your personal data?**

I will receive your personal data via email, Facebook, cloud storage, face to face, text message or phone call.

I do not give anyone else access to personal data unless I am required to by law or the access is for our own team performing their services for my website, all of whom are subject to confidentiality obligations. If I wish to process your personal data for purposes other than those specified in this notice, we will notify you with relevant information and, if necessary, seek your consent.

**How long will we keep your personal data?**

I need to keep customer details for at least 6 full tax years under the UK tax laws. After that, until you ask me in writing to delete your personal data, I will keep it to enable us to contact you as mentioned earlier in this notice.

**What are your rights?**

You have the right to:

* ask us in writing for details of the personal data that we hold on you
* require us to rectify any errors
* have your personal data deleted if there is no reason for its continued storage and processing
* lodge a complaint about the data controller with the ICO (Information Commissioner’s Office).

Further details about your rights under data protection legislation can be found on the ICO’s website at https://ico.org.uk/.

Cookies

Your internet browser has the in-built facility for storing small files- “cookies” – that hold information which allows a website to recognise your account. Our website takes advantage of this facility to enhance your experience. You have the ability to prevent your computer from accepting cookies but, if you do, certain functionality on the website may be impaired.

**Changes to this Privacy Notice**

Any changes to this Notice will be placed here and will supersede this version. I will take reasonable steps to draw your attention to any changes in our policy. However, to be on the safe side, we suggest that you read this document each time you use the website to ensure that it still meets with your approval.

**How to Contact Me**

If you have any questions about our Privacy Policy, or if you want to know what information we have collected about you, please email me at jade@social-ally.co.uk.