

Information we collect and how we use it:

The only personal information collected by Griff (Great Britain) will be that needed to process your order, contact you about it and deliver it if necessary, this is the legal basis we have for processing your data. You will be asked for your name, phone number, email address, the date the order is needed and in some cases an address. If you choose to withhold this personal data requested, it might not be possible to fulfil your order as we may need it to contact you with a query about your order. In order for you to confirm you are happy for me to use this data, you will need to complete a section on the order form you will be sent electronically. By completing this section, you will be agreeing to my Privacy Policy Terms.

Griff (Great Britain) uses selling platforms which are compliant with GDPR (Etsy, Ebay). Please refer to their privacy policies for more information on how they process your data.

Data collection and sharing:

Arthur Griffiths (contact details above) will be the data collector. No third parties will have access to this data, it will never be shared.

Storage and Processing, and how we will protect your data:

The data will be stored on a double password protected computer. Any paper copies of information will be scanned on to the computer, and the paper copies shredded. Once a month, any data no longer required will be deleted. This will include deleting both emails sent and received, and deleting phone numbers if they were added to our phone. The only data kept longer than this period will be a copy of what you receive on your receipt, for accounting purposes. This will be kept for seven years and then deleted. No data will be used for mail shots, or to contact you about future offers. You can visit the website without giving any personal information. The only cookies used by the website are there to enable the site to be read on mobile devices. If your order is to take place in a longer time frame than a month, the data will be stored until within one month after the order has been processed.

Access and Correction

You have the right to request the information we hold on you through a Subject Access Request (SAR). You can do this by contacting us at [ukgriff@aol.com](mailto:ukgriff@aol.com). We will make sure to provide you with a copy of the data we process about you. In order to comply with your request, we may ask you to verify your identity. If you believe that the information we have on you is incorrect, you are welcome to contact us so we can update it and keep your data accurate. We will respond to you within one calendar month.

Right to complain

If you would like to complain about how we have handled your data, you can do so in the first instance to the address/number above.

If you are unhappy with our response, you can contact the Information Commissioners office using the details below:

Information Commissioner's Office

Wycliffe House

Water Lane

Wilmslow

SK9 5AF

Telephone: 01625 545 745

Email through their website at:

<https://ico.org.uk/concerns>