

Cheshire Heraldry / Martin Goldstraw

Privacy Policy

Your personal information is being processed by Cheshire Heraldry / Martin Goldstraw. We are devoted to managing personal information in line with current legislation and best practice, this includes the new General Data Protection Regulation (GDPR) which is active from May 25th, 2018. Whenever you provide personal information, we will treat information in accordance with our privacy policy.

Description of processing

The following is a broad description of the way this organisation processes personal information:

Reasons/purposes for processing information

We process personal information to enable us to provide Educational Services and Design Services.

Type/classes of information processed

We process information relating to the above reasons/purposes. This information **may** include:

- personal details
- family, lifestyle and social circumstances
- education details
- employment details

We also process sensitive classes of information that may include:

- physical or mental health details
- racial or ethnic origin
- religious or other beliefs
- membership of organizations

Who the information is processed about

We process personal information about Clients who request design assistance, advisers and other professional experts.

Who the information may be shared with

We do not share information with any third party. Where it is necessary to legally share information, we are required to comply with all aspects of GDPR. What follows is a description of the types of organisations we may need to share some of the personal information we process with for one or more reasons. Where necessary or required we share information with:

- family, associates and representatives of the person whose personal data we are processing
- ombudsmen and regulatory authorities
- law enforcement authorities

Retention Period	
Where stored:	Electronic
Authority:	Cheshire Heraldry / Martin Goldstraw
Information Asset Owner:	Martin Goldstraw
Location Held:	Laptop and Secure File
Permanent Preservation:	No
Sensitive Personal Data:	No

Retention policy

Rights of Data Subjects

The right to be informed	Data subjects should be clear about what, why and in what way, Personal Identifiable Information (PII) will be processed.
The right of access	Data subjects have the right to learn what PII is held on them by whom and why
The right of rectification	Data subjects can request corrections to their PII
The right to erase	Data subjects can request to be forgotten
The right to restrict processing	Data subjects can ask organisation to stop processing their PII
The right to data portability	Data subjects can ask for their PII in machine readable format or to have it sent to another organisation
The right to object	Data subjects can object to organisation processing their PII
Automated decision making and profiling	Protection against targeted marketing and decision making

If you wish to require more information regarding rights, you can do this by consulting the Information Commissioners Office (ICO) website or for more specific enquires at martin@cheshire-heraldry.org.uk