## **Privacy Policy**

It is my policy to respect your privacy regarding any information I may collect from you or which you may provide to me, in the circumstances set out below. This privacy policy therefore sets out how I collect, use, communicate, disclose, safeguard and otherwise make use of your personally identifiable information ("Personal Data").

#### I will only collect and use your Personal Data where:

- I have lawful grounds to do so, including to comply with my legal obligations; I
  am performing a contract with you for services; and I have legitimate interests
  in using your Personal Data and your interests and fundamental rights do not
  override those interests.
- For the purposes of the EU General Data Protection Regulation ((EU)
  2016/679) ("GDPR"), I, Louise Allen, am the "data controller". If you have any
  questions about this policy or about how I use your Personal Data, please
  contact me via my contact details found on the Contact page of this website.

This revised policy is effective as of 1 July 2018. I review my privacy practices on an ongoing basis, and I may change this privacy policy from time to time as a result.

Any revisions will be set out here.

# 1 What personal data I collect and why I collect it via this website www.louiseallenregency.com (the "website"):

#### 1.1 Contact forms:

Your contact form submission data — name, email address and message — is submitted to the Google ReCAPTCHA anti-spam service for the sole purpose of spam checking. The actual submission data is emailed directly to me as the owner of my website. This email will include your name, email address and message.

Your contact details will not be used for any other purpose other than to reply to your message. The content of any messages will not be used or shared in any way without your express permission.

### 1.2 Newsletter Subscriptions:

The newsletter subscription submission data — your name and email address is stored in a database. Double opt-in is operated for newsletter subscriptions which is managed by MailerLite. You may edit your subscription profile at any time; when you do so, any changes are logged on this database with a timestamp. You may unsubscribe at any time. If you do, your data will be permanently deleted from this database during our regular reviews of Personal Data (see section 3 below).

#### 1.3 Embedded content from other websites:

Articles on this website may include embedded content (e.g. videos, images, articles, etc.). Embedded content from other websites behaves in the exact same way as if you had visited the other website.

These other websites may collect data about you, use cookies, embed additional third-party tracking, and monitor your interaction with that embedded content, including tracing your interaction with the embedded content if you have an account and are logged in to that website.

1.4 Analytics:

Our server accrues statistics to analyse traffic to this website and for security.

2 Who your data is shared with:

I do not share your Personal Data with others, except as described in this policy or

as required by applicable law.

I review the Personal Data I hold at regular intervals and delete permanently any

Personal Data which is no longer necessary.

3 What rights you have over your data:

If you have subscribed to the newsletter, or have contacted me via the Contacts

page, you can ask to receive an exported file of the personal data held about you,

including any data you have provided. You can also request that I erase any

personal data I hold about you. This does not include any data I am obliged to keep

for administrative, legal, or security purposes.

You can make such requests via email (see Contact page).

5 Where your data is sent:

This website is hosted in the UK. As part of its commercial contract with me, my

website hosting company operates a privacy policy that complies with GDPR.

6 Who I am and how to contact me:

Lam Louise Allen

My website is: www.louiseallenregency.com

Email for Privacy Questions: via Contacts page on this website.

Policy published 1 July 2018.