

Inside Story Interiors - Privacy Notice

Inside Story Interiors (ISI) will be the Data Controller of any personal data that you supply, either via the ISI website or via direct contact. This means that they will make the decisions on how your data is used and for what reasons.

Why do we need your data?

- To provide further information on services we provide
- To contact you regarding services you have procured or are negotiating to procure

ISIs legal basis for collecting this data is:

- You consent to providing it to us
- ISI need to use this to enter into a contract with you or maintain an existing one
- To provide invoices, copies of which need to be kept for accounting purposes

What types of personal data will ISI use?

- Name and address
- Contact telephone number and email address

Who will ISI share your data with?

- ISI will only use your data internally for the purposes stated above. Your data will not be used for marketing purposes and will not, under any circumstances, be shared with third parties.

How long will ISI keep my data for?

ISI will only retain your personal data for as long as necessary to provide the services you have procured and to be compliant with taxation and accounting regulations

Where is your data stored and how is it protected?

Electronic data is held on a standalone computer hard drive that is password protected. Data is not stored on the cloud or externally. Only the Data Controllers have access to data.

Paper copies of invoices are kept on site in a secure area within a building that is locked when not occupied.

What rights do I have regarding my personal data that ISI holds?

- You have the right to be informed on how we use your data
- You have the right of access to your data
- You have the right to correct data if it is wrong
- You have the right to ask for your data to be deleted unless it is kept for accounting purposes in accordance with statutory regulations.
- You have the right to restrict use of the data we hold to the minimum necessary
- You have the right to data portability
- You have the right to object to ISI using your data
- You have rights in relation to the use of your data for automated decision making/profiling.

Are there any consequences of not providing the requested data?

ISI may not be able to contact you regarding services you are interested in.

Will there be any automated decision making using my data?

No

Who can I contact if I have concerns about the use of my personal data?

Please contact ISI at kerry@isinteriors.co.uk or 02392 503334.