## PRIVACY POLICY & GDPR COMPLIANCE

Thank you for your interest in SJS Special Occasions.

This privacy policy is reviewed and revised annually. You may wish to revisit it regularly.

**DATA COLLECTION & PROCESSING**

SJS Special Occasions is the Data Controller and is responsible for your Personal Data gathered from emails and any other communications. This data is kept secure and only accessible to SJS Special Occasions.

**It is important that the information held about you is accurate and up to date. Please let SJS Special Occasions know if your personal information changes by emailing sjs\_so@yahoo.com.**

**DATA RETENTION POLICY**

SJS Special Occasions will only retain your personal data for as long as necessary to fulfil the purposes it was collected for, including for the purposes of satisfying any legal, accounting, or reporting requirements. SJS Special Occasions will not sell or distribute your personal data to any third party unless required by law to do so.

**DISCLOSURES OF YOUR PERSONAL DATA**

SJS Special Occasions may have to share your personal data with the parties set out below for legal obligations, service of the contract or its legitimate interest in improving the quality of the website and marketing materials:

* Service providers who provide IT and system administration services.
* Professional advisers including lawyers, bankers, auditors and insurers.
* Government bodies that require a report of processing activities.

**SJS Special Occasions require all third parties to whom it transfers your data to respect the security of your personal data and to treat it in accordance with the law. Such third parties are only allowed to process your personal data for specified purposes and in accordance with SJS Special Occasions instructions.**

SJS Special Occasions will not sell, distribute or lease your personal information to third parties unless required by law to do so.

**YOUR LEGAL RIGHTS**

Under data protection laws you have rights in relation to your personal data that include the right to request access, correction, erasure, restriction, transfer, to object to processing, to portability of data and (where the lawful ground of processing is consent) to withdraw consent.

You can see more about these rights at:

<https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/individual-rights/>

If you wish to exercise any of the rights set out above, please email sjs\_so@yahoo.com.

SJS Special Occasions may need to request specific information from you to help confirm your identity and ensure your right to access your personal data (or to exercise any of your other rights). This is a security measure to ensure that personal data is not disclosed to any person who has no right to receive it. SJS Special Occasions may also contact you to ask you for further information in relation to your request to speed up a response.

SJS Special Occasions tries to respond to all legitimate requests within one month. Occasionally it may take longer than a month if your request is particularly complex or you have made several requests. In this case, you will be notified.

If you are not happy with any aspect of how SJS Special Occasions collects and uses your data, you have the right to complain to the Information Commissioner’s Office (ICO), the UK supervisory authority for data protection issues ([www.ico.org.uk](https://ico.org.uk/)). SJS Special Occasions would be grateful if you would contact me first if you do have a complaint so that I can try to resolve it for you.

**If you have any questions regarding this Privacy Policy please email** sjs\_so@yahoo.com