

Hello Melody Branding

Privacy Policy

My contact details

Name: Melody Todd

Address: Bozeat, NN29

Phone Number: 07800 826339

E-mail: melody@hellomelodybranding.co.uk

The type of personal information I collect

We currently collect and process the following information:

- Personal names contact details
- Contact details including email address, mobile and social media (when appropriate)

How I get the personal information and why I have it

Most of the personal information I process is provided to me directly by you for one of the following reasons:

- When you request information from my website
- Filling in brand clarity questionnaire
- Signing up to newsletter
- Entering competition

I use the information that you have given me to communicate with you about my branding services, send you a newsletter.

I may only share the following information when:

- Tag your social media account in when sharing posts about our recent work (brand design or photography).

- On the rare occasion, pass your contact details to another company that you and I are collaborating with for another service, but only with your consent.

Under the UK General Data Protection Regulation (UK GDPR), the lawful bases I rely on for processing this information are:

(a) Your consent. You can remove your consent at any time. You can do this by contacting melody@hellomelodybranding.co.uk

How we store your personal information

Your information is securely stored.

If we haven't worked together, then we keep your name and contact details for 1 year. I will then dispose your information by deleting the contact details help on newsletter file. If you are an existing client, then your contact details will be kept on file, in case we do repeat business together.

Your data protection rights

Under data protection law, you have rights including:

- Your right of access - You have the right to ask me for copies of your personal information.
- Your right to rectification - You have the right to ask me to rectify personal information you think is inaccurate. You also have the right to ask me to complete information you think is incomplete.
- Your right to erasure - You have the right to ask me to erase your personal information in certain circumstances.
- Your right to restriction of processing - You have the right to ask me to restrict the processing of your personal information in certain circumstances.
- Your right to object to processing - You have the the right to object to the processing of your personal information in certain circumstances.

Please contact us at melody@hellmelodybranding.co.uk if you wish to make a request.

How to complain

If you have any concerns about our use of your personal information, you can make a complaint to us at melody@hellomelodybranding.co.uk