

GDPR 2018 sets out standards in relation to the processing of “personal data” (ie information about you). One of these standards is the requirement for (Elise Designs) (as “data controller”) to inform you how your personal data will be held and used.

We only use your personal data for the purpose of responding to your queries made through our website ([www.elisedesigns.co.uk](http://www.elisedesigns.co.uk)) or by telephone.

For your information, Schedule 1 to the Data Protection Act lists the data protection principles in the following terms:

1. Personal data shall be processed fairly and lawfully and, in particular, shall not be processed unless: -
  - (a) at least one of the conditions in Schedule 2 is met, and
  - (b) in the case of sensitive personal data, at least one of the conditions in Schedule 3 is also met.
2. Personal data shall be obtained only for one or more specified and lawful purposes, and shall not be further processed in any manner incompatible with that purpose or those purposes.
3. Personal data shall be adequate, relevant and not excessive in relation to the purpose of purposes for which they are processed.
4. Personal data shall be accurate and, where necessary, kept up to date.
5. Personal data processed for any purposes shall not be kept for longer than is necessary for that purpose or those purposes.
6. Personal data shall be processed in accordance with the rights of data subjects under this Act.
7. Appropriate technical and organisational measures shall be taken against unauthorised or unlawful processing of personal data and against accidental loss or destruction of, or damage to personal data.
8. Personal data shall not be transferred to a country or territory outside the European Economic Area unless that country or territory ensures an adequate level of protection for the rights and freedoms of data subjects in relation to the processing of personal data.

If you require any further information regarding the GDPR/ Data Protection Act please do not hesitate to contact us via e-mail at the following address: - ([Nicole@elisedesigns.co.uk](mailto:Nicole@elisedesigns.co.uk)), or by telephone on (07462443309).