



# PRIVACY POLICY

## **Our contact details**

Name: NG Creative

E-mail: [natasha@ng-creative.co.uk](mailto:natasha@ng-creative.co.uk)

Web Address: [ng-creative.co.uk](http://ng-creative.co.uk)

## **The type of personal information we collect**

We currently collect and process the following information:

- Full Name
- Email Address

## **How we get the personal information and why we have it**

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

You have contacted us regarding a service you require via our website or direct by email.

We use the information that you have given us in order to reply to your request and answer any questions you may have.

We may reach out to you with information about NG Creative and the services we provide.

We will not share your information with any other organisations, companies or individuals.

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

**(a) Your consent. You are able to remove your consent at any time. You can do this by contacting [natasha@ng-creative.co.uk](mailto:natasha@ng-creative.co.uk).**

**(b) We have a contractual obligation.**

**(c) We have a vital interest.**

**(d) We have a legitimate interest.**

## **How we store your personal information**

Our company is hosted on the Wix.com platform. Wix.com provides us with the online platform that allows us to sell our products and services to you. Your data may be stored through Wix.com's data storage, databases and the general Wix.com applications. They store your data on secure servers behind a firewall.

We keep your Full Name, Email Address and any information submitted on our Contact Form for one year. We will then dispose of your information by securely deleting it on Wix.com applications.

## **Your data protection rights**

Under data protection law, you have rights including:

**Your right of access** - You have the right to ask us for copies of your personal information.

**Your right to rectification** - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

**Your right to erasure** - You have the right to ask us to erase your personal information in certain circumstances.

**Your right to restriction of processing** - You have the right to ask us 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.

**Your right to data portability** - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact us at [natasha@ng-creative.co.uk](mailto:natasha@ng-creative.co.uk) if you wish to make a request.

We reserve the right to modify this privacy policy at any time, so please review it frequently. Changes and clarifications will take effect immediately upon their posting on the website. If we make material changes to this policy, we will notify you here that it has been updated, so that you are aware of what information we collect, how we use it, and under what circumstances, if any, we use and/or disclose it.

## **How to complain**

If you have any concerns about our use of your personal information, you can make a complaint to us at [natasha@ng-creative.co.uk](mailto:natasha@ng-creative.co.uk).

You can also complain to the ICO if you are unhappy with how we have used your data.

The ICO's address:

Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF

Helpline number: 0303 123 1113

ICO website: <https://www.ico.org.uk>