

Matthew Graves Privacy Policy

General Data Protection Regulation (GDPR)

Compiled 23rd May 2018
By Matthew Graves

On 25th May 2018 the General Data Protection Regulation (GDPR) replaces the Data Protection Act as the UK's data protection legislation. As a result, all businesses, large and small, are required to demonstrate how they use client's personal data. You are receiving this email because you are either a current or past client of mine.

As an IT Support, Graphic & web and as an educational workshop provider, I keep the following personal details:

Name

Email Address

Contact details

General email Communications

All Digital data including the above are stored on an encrypted and password protected device. Your contact details are also being stored on my automated Invoicing platform www.freeagent.com see FreeAgent GDPR policy page [here](#).

Any hard copies of information provided by you will be stored a lockable filing cabinet. At present I do not hold physical copies of your data.

Under normal circumstances your Personal details will not be shared with third parties unless with your permission.

Where you have submitted online banking details - for course payments etc. your account details are protected by my secure online banking system.

Business backup data and or server access.

All business backup data if you have requested this service is stored digitally on an encrypted password protected server and can not be opened or used with out your personal permission. If you no longer require this service please let me know.

Access to your server and any stored data eg passwords or login credentials are stored on a digitally encrypted password protected computer, within a second password secured application.

Pictures of workshop activities are only taken with your expressed permission and not shared with others. Where a relevant picture could be useful for marketing and or Publication purposes I will contact you for your permission.

If you have concerns regarding any of the information above, please don't hesitate to contact me. Likewise if you wish to be deleted from my address book please email me to say so -thank you.

More information about the GDPR can be found at the following website:

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

With kind regards,

Matthew Graves