

## **General Data Protection Regulation (GDPR)**

### **Your Data will not be our Disaster!**

#### *How do we use your data?*

When you click submit on a contact form on this website, the data you have entered is sent to our email inbox for processing.

We do not share your data. We do not give or sell your data to anyone else. Your data is used to respond to your query.

#### *How we store your data?*

Your data will be stored within our email system to the point that the enquiry is answered and the contact form email will then be deleted. Your data might be stored on our local machine or hard drive. Your data will not be stored in a cloud. We will only retain your data in order to respond to your current and any future contact, transaction or business. At any time you can request that your data is destroyed.

#### *Can I be forgotten?*

You have the right to be forgotten and your data will following your request be eradicated from our systems completely. Please contact Lisa by email at [lisa@ljdigitalmedia.com](mailto:lisa@ljdigitalmedia.com) or by phoning me on 07966516270 and I will ensure that any data I hold is deleted.

#### *Will you send me unsolicited emails?*

I may email you from time to time in order to let you know about offers, events, promotions, classes or new products and services. I will determine if I think the email might be of interest personally. This will not be done by any 3<sup>rd</sup> party. You can unsubscribe from this email list by clicking "Unsubscribe" at the bottom of the email. If having read this you do not wish to receive any emails you can be removed from my mailing list by contacting me on the details above.

#### *How is my data stored on your systems?*

Any personal information I hold on you is limited to the detail you entered on the online form. This data is requested purely in order to help resolve our business together. This data is held only on a local drive and is accessed only by myself. It is backed up regularly to a portable hard drive with each back up overwriting the previous. It is not backed up to a cloud.