

D5 Design is a “data controller”. This means we are required under the UK data protection legislation to notify you of how we will, collect process and store your personal data. We will also explain what rights you have in relation to how we process your personal data.

What are our obligations to you in relation to how we process your personal data?

We are required by law to ensure that when processing any of your personal data that it is:

- Used lawfully, fairly and in a transparent way.
- Collected only for valid purposes that we have clearly explained to you and not used in any way that is incompatible with those purposes.
- Relevant to the purposes we have told you about and limited only to those purposes.
- Accurate and kept up to date.
- Kept in a form which permits you to be identified for only as long as necessary for the purposes we have told you about.
- Kept securely.

What personal data will we collect, use and store about you?

No personal data will be collected, used, or stored through the D5 Design website.

What happens if we need to use your personal data for a new purpose?

No personal data will be collected, used, or stored through the D5 Design website. However, if we consider that it is necessary and reasonable to use your personal data for an unrelated purpose, we will update our Privacy Policy and provide you with a notification.

Will we transfer your personal data outside of the UK?

No personal data will be collected, used, or stored through the D5 Design website, and will not as such be transferred to any third parties within or outside of the UK.

What rights do you have in respect of how we use your personal data?

Subject to legal limitations you have the right to:

- **Request access to your data:** You can ask us to provide a copy of the personal data we hold about you.
- **Request corrections to be made to your data:** If you think that your personal data is incomplete, inaccurate you can ask us to correct it.
- **Request erasure of your data:** If you consider there is no lawful basis for us to continue processing your data you can ask for that data to be deleted or removed.
- **Object to the processing of your data:** If our lawful basis for processing your data relates to a legitimate business interest (or third party interest) you can raise an objection to that interest. You can also object to us using your information for direct marketing purposes.
- **Request that processing restrictions be put in place:** If you believe that your information is being processed without a lawful reason or that the information is incorrect you can request that a freeze/restricting is placed on the processing of the information until your concerns are addressed.
- **Request a transfer of your personal data:** You can ask us to transfer your personal data to a third party.

If you wish to exercise any of the above rights please contact the Data Protection Officer using the contact details below.

Will I have to pay a fee?

You will not be expected to pay a fee to obtain your personal data unless we consider that your request for access to data is unfounded or excessive. In these circumstances we may charge you a reasonable fee or refuse to comply with your request.

We may also charge a reasonable fee where we have supplied a copy of your personal data and you then request another copy of the same information.

Before we comply with your request

Whenever you make a request for access to personal data, to ensure that we are releasing personal data to the correct person we may ask questions to confirm your identity.

Right to withdraw your consent

If we have asked for your written consent to obtain information, you have the right to withdraw your consent at any time. To withdraw your consent please contact the Data Protection Officer using the contact details below.

Once we receive your notice of withdrawal, we will cease processing your data unless we have any other lawful basis on which to continue processing that data.

Who is responsible for ensuring that rights and obligations under this privacy notice are met?

We have appointed a Data Protection Officer to ensure that your personal information is handled in accordance with this privacy notice, the data protection laws and any changes that might be made to those laws.

Important information about this privacy policy

This notice does not form part of any contract to provide services.

We reserve the right to amend or update this privacy notice at any time. We will provide you with a new notice when we make any substantive updates.

How to make a complaint

To exercise all relevant rights, queries, or complaints please in the first instance contact:

Data Protection Officer, D5 Design Limited, Broadview Studio, Drayton Beauchamp, Aylesbury, Buckinghamshire HP22 5LU

info@d5-design.com

+44 (0)1442 827486

If this does not resolve your complaint to your satisfaction, you have the right to lodge a complaint with the Information Commissioners Office:

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

England

icocasework@ico.org.uk

+44 (0)3031 231 113