



CROFT DESIGN

Ecclesiastical Outfitters

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CROFT DESIGN ASSOCIATE DATA PROTECTION POLICY DOCUMENT - GDPR

Type of Data	Customer contact details
Description of data	Name, Address, Email & Phone number
Employee responsible	Brendon Quinn - Director
Date of consent to hold data	Consent requested at source
Where the data is stored	Secure accounting and customer management database
Source of the data	Direct from customer
Purpose of the data	Contact information for service and delivery
How the data is protected in its storage	Access by limited staff members by Password
Usage restrictions	Never to be issued to external organisations without prior consent
Usage rights	For contact and delivery only
Usage frequency	As required for Customer contact
Retention period	10 years
Rights	All customers have the right to access, rectify or delete records
Processing restrictions	Croft Design Associates Limited will never share customer details with any external company or organisation
Privacy Policy	Croft Design Associates Limited take you privacy seriously and will only use your personal information to administer your account and to contact you to provide products and services for your organisation. We will never share your details with any other company or organisation
Breach notification	Croft Design Associates Limited will act immediately on the notification of a breach of policy.



Directors - Brendon Quinn BA (Hons) ACertCM LGMS Artist Embroiderer - Julie Quinn BA (Hons)
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