



# Privacy Notice

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This is the **Privacy Notice** for **JayneK Art**. I am committed to ensuring that your privacy is protected and the information which you provide will only be used in accordance with this **Privacy Notice**. This notice may change from time to time so please ensure that you have read the latest notice on the website ([www.Jaynekart.co.uk](http://www.Jaynekart.co.uk)) before contacting me. Please refer to the **ICO** (<https://ico.org.uk/>) for more detailed information regarding Data Protection and your rights.

## Contact details

**JayneK Art** is based in the UK and promotes and sells the work of the artist and printmaker Jayne Kozlow. The main contact point for any questions about **JayneK Art** or data protection matters is Jayne Kozlow who can be contacted via the Message form on the Contact page of my website of [www.Jaynekart.co.uk](http://www.Jaynekart.co.uk).

## What type of information is collected and held

The minimum personal data is collected and all data collected is provided through the explicit provision of users of the website ([www.Jaynekart.co.uk](http://www.Jaynekart.co.uk)), Instagram account ([@JayneK\\_Art](https://www.instagram.com/JayneK_Art)), or anyone who emails me directly.

Data collected includes:

- Name
- Email address
- Postal address
- Payment details.

The website ([www.Jaynekart.co.uk](http://www.Jaynekart.co.uk)) does not use cookies and I do not collect or use website analytics. On my Instagram account ([@JayneK\\_Art](https://www.instagram.com/JayneK_Art)) I may receive DMs containing personal data but this data is managed via Instagram and similarly payment information is collected and managed via the selected payment provider.

## How information is collected and why it is needed

Information is collected either through:

1. The Message form on the Contact page of my website [www.Jaynekart.co.uk](http://www.Jaynekart.co.uk). Messages sent via this form are transmitted via a secure email (TLS).
2. Through a DM on my Instagram account ([@JayneK\\_Art](https://www.instagram.com/JayneK_Art)).
3. Through any emails you may send me.
4. Through the payment provider (Paypal, Sumup or via bank transfer).

The information collected is solely to allow me to process any questions received about my work or to process a payment, refund or deliver the purchased work.



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## What is done with the information

I do not share the information collected with any other organisation however:

- When a payment or refund is processed then data related to the payment will be shared with the relevant financial organisation.
- When work is posted I use a **Royal Mail** service which means this organisation will receive your name and postal address so the work can be delivered to you.

## How is information is stored

Information is held on a password protected spreadsheet on a password and virus protected computer simply so I can process an order or answer a question. I keep information for 3 months after which it is deleted.

A copy of the financial transaction is stored and retained according to the financial organisations Privacy Notice. A copy of the postal information is stored and retained according to the Royal Mails Privacy Notice. DMs within Instagram are stored and retained in accordance with Instagram's Privacy Notice. Emails directly to me are stored on a central email server managed by my provider.

## Your data protection rights

Under the **UK Data Protection Act** and the **General Data Protection Regulation (GDPR)** the lawful basis, as defined by the ICO (<https://ico.org.uk/>) for processing the information collected is as follows:

1. **Contract** – the information allows me to process an order.
2. **Consent** – the information allows me to answer any messages received. You are able to remove your consent at any time. You can do this by completing the Message form on the Contact page of my website ([www.Jaynekart.co.uk](http://www.Jaynekart.co.uk)).

Under the data protection law, you have rights including:

- **Your right of access** - You have the right to ask for copies of your personal information.
- **Your right to rectification** - You have the right to ask me to rectify personal information you think is inaccurate. You also have the right to ask for incomplete personal information to be completed.
- **Your right to erasure** - You have the right to ask for your personal information to be erased in certain circumstances.
- **Your right to restriction of processing** - You have the right to ask to restrict the processing of your information in certain circumstances.
- **Your right to object to processing** - You have the the right to object to the processing of your personal data in certain circumstances.
- **Your right to data portability** - You have the right to ask that personal information is transferred to another organisation, or to you, in certain circumstances.

Where the request requires information to be rectified, please provide the required change and where it is to be transferred to another organisation, please state what information is to be transferred and this will be provided to you so that you can then pass it onto the relevant third party.



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You are not required to pay any charge for exercising any of the above rights. If you wish to make one of the above requests, please complete the Message form on the Contact page of my website ([www.Jaynekart.co.uk](http://www.Jaynekart.co.uk)) and it will be dealt with within one month of receiving the request.

### How to complain

If you have any questions about this **Privacy Notice** or wish to make a complaint related to data protection, please complete the Message form on the Contact page of my website ([www.Jaynekart.co.uk](http://www.Jaynekart.co.uk)). I will aim to deal with the complaint within one working month of receipt.

If the complaint is not dealt with to your satisfaction, please contact the **ICO** directly. The ICO's address:

Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF  
Helpline number: 0303 123 1113