

MARY CHAPMAN PRIVACY NOTICE

Mary Chapman understands that those who choose to contact her care about the use and storage of their personal information and she values your trust in allowing her to do this in a careful and sensible manner. She has created this privacy notice in order to demonstrate her commitment to the privacy of those who contact her.

What Information She Collects:

When you make contact with Mary Chapman she will collect some of your personal information, to make sure she can respond to you. She uses this information for administration purposes.

Who Is Mary Chapman

Mary Chapman is a published author of children and young adult books. She gathers and processes your personal information in accordance with this privacy notice and in compliance with the relevant data protection Regulation and laws. This notice provides you with the necessary information regarding your rights and her obligations, and explains how, why and when she processes your personal data.

Information That She May Collect

Mary Chapman processes your personal information to meet legal and statutory obligations and to provide you with information. She will never collect any unnecessary personal data from you and will not process your information in any way, other than as specified in this notice.

The Personal Data That She May Collect From You Is:-

- Name
- Address
- Email
- Home telephone Number
- Mobile telephone Number

She Will Collect This Information In The Following Ways:-

- Email via website
- Personal Email
- Telephone
- In Writing by Post

Your personal data is kept either on private computer or in a private notebook and stored in her private office.

How She Uses Your Personal Data (*Legal Basis for Processing*)

Mary Chapman takes your privacy very seriously and will never disclose, share or sell your data without your consent, unless required to do so by law.

Your Rights

You have the right to access any personal information that Mary Chapman processes about you and to request information about:-

- What personal data she holds about you
- The purpose of the processing
- The categories of personal data concerned
- How long she intends to store your personal data for

If you believe that Mary Chapman holds any incomplete or inaccurate data about you, you have the right to ask her to correct and/or complete the information and she will strive to do so as quickly as possible; unless there is a valid reason for not doing so, at which point you will be notified.

You also have the right to request erasure of your personal data or to restrict processing in accordance with the data protection laws.

If Mary Chapman receives a request from you to exercise any of the above rights, she may ask you to verify your identity before acting on the request; this is to ensure that your data is protected and kept secure.

Sharing and Disclosing Your Personal information

Mary Chapman will not share or disclose any of your personal information without your consent, other than for the purposes specified in this notice or where there is a legal requirement.

Safeguarding Measures

Mary Chapman takes your privacy seriously and takes every reasonable measure and precaution to protect and secure your personal data. She works hard to protect you and your information from unauthorised access, alteration, disclosure or destruction.

Lodging a Complaint

Mary Chapman only processes your personal information in compliance with this privacy notice and in accordance with the relevant data protection laws; If, however you wish to raise a complaint regarding the processing of your personal data or are unsatisfied with how she has handled your information, you have the right to lodge a complaint with the supervisory authority.

Information Commissioner's Office

Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Tel: 0303 123 1113

Email: registration@ico.org.uk

Website:- ico.org.uk / Fax: 01625 524 510