

Jinny Blom

Jinny Blom Ltd Privacy Policy

How we use your information

Jinny Blom Ltd want to provide clear and concise information on how we use personal information and protect privacy. We will use the information that we collect about you in accordance with the Data Protection Act 1998 and the Privacy and Electronic Communications Regulations 2003. From 25 May 2018 new data protection rules known as the General Data Protection Regulation (and related UK legislation) come into effect; this policy has been drawn up to comply with those rules.

This privacy notice tells you what to expect when Jinny Blom Ltd collects personal information. It applies to information we collect about you when using our website www.jinnyblom.com, when you contact us or when you work with us. This privacy policy is effective 25th May 2018.

We may collect and process the following data about you:

- Information that you provide to us by post, telephone, e-mail or face to face.
- If you contact us, we will keep a copy of that correspondence.
- Information collected from third parties whilst providing our services to you.

Visitors to our websites

When someone visits www.jinnyblom.com we use a third-party service, Google Analytics, to collect standard internet log information and details of visitor behaviour patterns. We do this to find out things such as the number of visitors to the various parts of the site. We do not make, and do not allow Google to make, any attempt to find out the identities of those visiting our website. If we do want to collect personally identifiable information through our website, we will be up front about this. We will make it clear when we collect personal information and will explain what we intend to do with it.

Data security

We have put in place commercially reasonable and appropriate security measures to prevent your personal data from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed.

People who contact us via social media

We do not currently, but may in the future use a third-party provider to manage our social media interactions. If you send us a private or direct message via social media the message will be stored by us within the provider's website or application for as long as necessary to fulfil the purposes we collected it for, including for the purposes of satisfying any legal, accounting, or reporting requirements. To determine the appropriate retention period for personal data, we consider the amount, nature, and sensitivity of the personal data, the potential risk of harm from unauthorised use or disclosure of personal data, the purposes for which we process personal data and whether we can achieve those purposes through other means, and the applicable legal requirements.

15 BOWLING GREEN LANE CLERKENWELL LONDON EC1R 0BD
+44 (0)20 3950 2899 JINNYBLOM.COM

JINNY BLOM LIMITED • REGISTERED NUMBER: 05520979 • VAT REG NO. 865898055 • REGISTERED IN ENGLAND AND WALES
REGISTERED ADDRESS: SUITE LG 11 ST JAMES'S PLACE LONDON SW1A 1NP

In some circumstances we may anonymise personal information so that it can no longer be associated with you, in which case we may use such information without further notice to you. We will retain and securely destroy your personal information. It will not be shared with any other organisations.

People who email us

Any email sent to us, including any attachments, may be monitored for security reasons. Email monitoring or blocking software may also be used. Please be aware that you have a responsibility to ensure that any email you send to us is within the bounds of the law.

People who use our services

Jinny Blom Ltd provide a range of design services to clients who are deemed to be Data Subjects. We process data provided by the Data Subject and other sources in order to deliver the appropriate products and services to Data Subjects.

We have to hold the details of the people who have requested our services in order to provide those services to them. However, we only use these details to provide the client has requested and for other related purposes.

We are known for our client discretion and will never share your personal information with other organisations or persons unless deemed necessary for any legal, accounting or reporting requirements.

Job applicants, current and former employees

We welcome applications from prospective job applicants. Jinny Blom Ltd is the data controller for the information provided during our employment process. Should you have any queries about the process or how we handle your information please contact us at hello@jinnyblom.com.

Third parties and use of data processors

Data processors are third parties who provide elements of our service for us. We will share your personal data with third parties where we are required by law, where it is necessary to administer the relationship between us or where we have another legitimate interest in doing so. "Third parties" includes third party-party service providers. The following activities are carried out by third-party service providers:

- IT and cloud services;
- Professional accounting and advisory services;
- Administration services and marketing services;
- Banking services.

All of our third-party service providers are required to take commercially reasonable and appropriate security measures to protect your personal data. We only permit our third-party service providers to process your personal data for specified purposes and in accordance with our instructions.

We may also share your personal data with other third parties, for example in the context of the possible sale or restructuring of the business. We may also need to share your personal data with a regulator or to otherwise comply with the law.

We do not sell your data to a third party.

Data protection officer

Jinny Blom Ltd.
15 Bowling Green Lane
Clerkenwell
London
EC1R 0BD

Your rights

You have the right to obtain confirmation that:

- We are processing your data;
- Access to your personal data;
- Any other supplementary information.

You can request information verbally or in writing. We will usually provide a copy of the information free of charge, however we may need to charge a small fee in certain circumstances. More information can be obtained through emailing us at hello@jinnyblom.com.

Access to personal information (portability)

The right to data portability allows you to obtain and reuse your personal data for your own purposes across different services.

You can receive your personal data from us or easily move, copy or transfer that data in a safe and secure way.

The right to data portability only applies:

- * to personal data you have provided to us;
- * where the processing is based on your consent or for the performance of a contract; and
- * where the processing is carried out by automated means. Jinny Blom Ltd does not currently process information in this way.

You can make a request verbally or in writing. We must then verify the identity of the person making the request, using “reasonable means”.

Requests for personal information should be made to:

hello@jinnyblom.com

Confirmation of whether and where the controller is processing their personal data

Jinny Blom Ltd is a Data Controller and a Processor. Jinny Blom Ltd undertakes data processing within the EEA.

Right of data subjects to erasure (right to be forgotten)

Data Subjects may notify Jinny Blom Ltd if they wish to exercise their right to erasure. Such a withdrawal of Consent does not affect the lawfulness of processing based on consent prior to the withdrawal. Data Subjects that exercise this right will be removed from any marketing or future contact. Jinny Blom Ltd may retain a copy of any personal data and be retained by us if the processing is likely to be necessary for the establishment, exercise or defence of legal claims.

Right of rectification

Jinny Blom Ltd will seek to ensure that inaccurate or incomplete data will be rectified. Data Subjects have the right of rectification.

Right to object to processing for the purposes of direct marketing

You may notify us at any time if you wish to exercise your right to be removed from any direct marketing activities. Jinny Blom Ltd may still contact you in order to fulfil any contractual obligations concerning the policies and services provided.

Changes to this privacy notice

We keep our privacy policy under regular review. This privacy notice was last updated on 25 May 2018.

How to contact us

If you want to request information about our Privacy Policy, you can email us or write to:

hello@jinnyblom.com

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Clerkenwell,
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