**Privacy Policy**

**Lawful basis and purpose for processing personal data**

The lawful basis for processing your data as set out in Article 6 of the GDPR 2018 will be via consent (the individual has given clear consent to process their personal data for a specific purpose).  The purpose of processing your personal data will be for the sole reason of the manufacture and supply of splint(s) as prescribed by your Healthcare Professional.

**Who will see my data?**

Your personal information will only knowingly be seen by those within York School of Jewellery Ltd.

**What are my rights?**

You have the right to withdraw consent to use your personal data at any time.  This can be in the format of verbal or written communication with York School of Jewellery Ltd and records will be kept of when consent was given and withdrawn.  There are no penalties for withdrawing consent to use your personal data. For further information please see the Information Commissioner's Office website.

You have the right of access to your personal data, the right to object to the processing of your data in certain circumstances, the right to erasure if consent is withdrawn (also known as 'the right to be forgotten'), the right to rectify any incorrect data held by us or to complete it if it is incomplete, the right to data portability and the right to be informed about the collection and use of your data.  Requests for any of these may be made either verbally or in writing.  Requests for these rights will in general be free of charge, however requests can be refused or be subject to a reasonable administrative fee only if they are manifestly unfounded or excessive.  In all cases, requests will are required to be responded to within one month.

**Record retention and review**

Records will be reviewed and refreshed at regular intervals and never kept for longer than is necessary.

**Website**

You may browse our website with pleasure, but please read our Privacy and Cookies Policies.  We are committed to protecting your privacy and do not collect any personal information about you, only about how you visit and use our website. Any information submitted voluntarily to us by yourself by telephone, email, e-form or the General Mail system will be in absolute confidence and in accordance with the Data Protection Act (DPA) 2018 and the EU General Data Protection Regulations (GDPR) 2018.  You should not submit any sensitive or private information through our website and we accept no responsibility for data/information submitted in such a manner.

By submitting your contact details to us, you agree that we may contact you with information about your enquiry. However, we will not knowingly divulge these details to any third party without your consent.  We will not sell your personal information to a third party.

Our website uses cookies, as do almost all websites. The purpose of these is to help provide you with the best possible experience of our website.

Cookies are small text files stored by your browser on your computer, tablet or mobile phone when you browse internet websites.

**Our cookies enable us to:**

* Make our website work as expected
* Continuously improve our website for your enjoyment
* Track visits to the sites articles so we know what kind of information is popular for our visitors, and to adjust our content accordingly

**We do not use cookies to:**

* Collect any personally identifiable information
* Collect any sensitive information
* Pass information to advertising networks etc.
* Pass personally identifiable data to third parties

**Granting us permission to use cookies:**

If the settings on your web browser are set to accept cookies we take this, and your continued use of our website, to mean that you are in agreement with our ‘Privacy and Cookies Policy’.  However, should you wish to remove or disable cookies please follow the instructions in our Cookies Policy - column ‘Turning Off Cookies’, however doing so will likely mean that our site will not work as you would expect and you may not be able to access or use some of our site’s functionality.

York School of Jewellery Ltd is registered as a data controller under the EU General Data Protection Regulations (GDPR) 2018 and will adhere to the guidelines set out by the Information Commissioner's Office.

York School of Jewellery Ltd. Registered Office: 22 High Street, West Heslerton, Malton, North Yorkshire, YO17 8RD

Information Commissioner's Office: Registered Office: Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF