



Privacy Policy

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About Organised and Proud

As a business, Organised and Proud will be subject to the laws of England and Wales. Information provided will be controlled by Organised and Proud.

This policy lets you know how Organised and Proud will use and keep your confidential information.

Overview of GDPR

I comply with the General Data Protection Regulation (GDPR). This means that I follow their Data Protection Principles. These include using your information fairly, lawfully, and transparently. The transparency means that at any point you can request to see the information I hold on you. Your information will only be used in a way that's agreed with you. For example if you want to be contacted again or receive further information from Organised and Proud, or not.

If at any time, you would like your name and address to be removed from the database, this will be actioned within 2 working days. For legal purposes I need to keep financial information for 6 years.

If you want to know more about GDPR, please visit [Data protection: The Data Protection Act - GOV.UK \(www.gov.uk\)](https://www.gov.uk)

If at any time you would like access to the information Organised and Proud holds on you, please email me at VickiandOrganisedandProud.co.uk.

There are two situations where Organised and Proud would share your information

1. I will leave your name and address with one other trusted person for personal safety reasons.
2. With prior agreement from yourself, that you are happy for me to find another Professional declutterer and organiser who would be able to meet your needs. This could be that I do not have availability, or your need requires a different specialism.

Gathering of your information

As part of the service and you wanting to have the support of Organised and Proud, I will need to gather certain information. This would normally include your name, address and contact number. I will also ask about how you heard of Organised and Proud. This information is gathered for me to provide you with your required services. As part of the Consultation document, I will ask you if you are happy for me to add you to our email list so that you can receive future promotions and tips and suggestions to help you sort your homes out so that you are happy with the space around you.

Being a member of the Association of Professional Declutters and Organisers (APDO), I also abide by their code of ethics.

Photographs

I like to take photographs for two reasons. The first is to help you feel good and to see the difference that has been made since starting the decluttering and organising to where we are at that stage. The second part is that I may wish to use them on social media or within my portfolio. I would only do this with your consent. If you do not wish any photographs to be used, they can be forwarded to you, and then deleted whilst I am still at your home.

Keeping you safe

All information will be kept securely, with no unauthorised access by anyone else, apart from myself. I have put in place electronic and manual procedures to safeguard and ensure your information is secure.

Also within the 'keeping you safe'. I will keep any conversations had within our initial calls and the sessions you have with me, confidential.

I will also be wearing a branded top, saying Organised and Proud when I arrive at your home so that you know who you are letting into your home.

Links and connections to other businesses

Organised and Proud may refer you to other services who can help you with your own personalised needs. This could be a website or contact details. An example of this is if you needed a bespoke shelf unit to be built. Please note that Organised and Proud have no control over other websites or the information that these businesses hold and how they use their information. Therefore, Organised and Proud cannot be held responsible for the protection and privacy of any information you provide to them.

I have, however, issued anyone I recommend or have website links to a copy of the GDPR and asked for their agreement. A copy of this can be provided on request.

Cookies

These will be used by the Organised and Proud website. Cookies will enable me to track user behaviour. For example how many people visit my site and which pages have been accessed. This information is only used for me to analyse this information and see what's working and what changes I need to make.

A cookie does not give me access to your computer and the information held on there. You, as a person will be completely anonymous. I also want you to know that you can decline or accept cookies when visiting my site. I understand that most web browsers automatically accept cookies, however you can change your browser settings to decline cookies if that's what you would prefer. Doing this may stop you from accessing all information within the Organised and Proud website.

If you have any concerns about the privacy, or any other matter, please contact me by either using the Contact page or emailing me directly at VickiG.OrganisedandProud@gmail.com

A copy of this document will be available for you to see at your booked session.