**Mr H and Friends Privacy Policy**

Our contact details:

**Name:** Mr H and Friends Ltd

**Address**: PO Box 321, Bristol, BS15 0FH , United Kingdom

**Email**: mrhandfriends@gmail.com

**Website:** www.mrhandfriends.com

16th August 2023

**The type of personal information we collect**

We currently collect and process the following information:

• Personal identifiers, contacts and characteristics (for example, name and contact details)

**How we get the personal information and why we have it**

Most of the personal information we process is provided to us directly by you for one of the following reasons:

• “Directly Provided Data” - If you create a member account with us or sign up to our mailing list we ask that you complete certain mandatory information: Name, email address, State. In your account you can also complete optional information. You do not need an account to access our website but you will need an account to access members only areas.

We use the information that you have given us in order to contact you with updates on mr H and Friends Ltd, and for direct marketing communications. You can unsubscribe at any time by clicking ‘Unsubscribe’ in the footer of any emails you receive.

Your information is not shared with any third parties.

Under the UK General Data Protection Regulation (UK GDPR), the lawful bases we rely on for processing this information are:

(a) Your consent. You are able to remove your consent at any time. You can do this by contacting mrhandfriends@gmail.com

(b) We have a legal obligation.

**How we store your personal information**

Your information is securely stored electronically and password protected. Your information is only kept for as long as necessary and securely destroyed when no longer needed.

**Your data protection rights**

Under data protection law, you have rights including:

**Your right of access** - You have the right to ask us for copies of your personal information.

**Your right to rectification** - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

**Your right to erasure** - You have the right to ask us to erase your personal information in certain circumstances.

**Your right to restriction of processing** - You have the right to ask us to restrict the processing of your personal information in certain circumstances.

**Your right to object to processing** - You have the the right to object to the processing of your personal information in certain circumstances.

**Your right to data portability** - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

**How to complain**

If you have any concerns about our use of your personal information, you can make a complaint to us at mrhandfriends@gmail.com

You can also complain to the ICO if you are unhappy with how we have used your data.

The ICO’s address:

Information Commissioner’s Office

Wycliffe House

Water Lane

Wilmslow

Cheshire

SK9 5AF

Helpline number: 0303 123 1113

ICO website: https://www.ico.org.uk