# **Privacy Policy**

#### Our contact details

Name: ATA Sameday LTD

Address: 5 The Cobden Centre, Didcot, England, OX11 7HL

E-mail: hello@atasameday.co.uk

#### **Collected Information**

We collect personal information from visitors to this website through the use of enquiry forms and every time you email us your details. We may share certain data about our site visitors' traffic patterns with other parties. However, we do not sell any information about individual users.

We currently collect and process the following information as part of our website contact form:

- Name
- Email address
- Phone number
- Whether the contact is 21 and over or not

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

The personal information we process is provided to us directly by you in order to execute a contact form submission to send in a contact message.

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

- 1. Your consent. You are able to remove your consent at any time. You can do this by contacting hello@atasamedav.co.uk
- 2. We have a vital interest.
- 3. We have a legitimate interest.

## Use of personal information

We process personal information collected via this website for the purposes of: Responding to your queries; recruitment, order processing, account administration and obtaining feedback from website visitors;

How we store your personal information

No information is stored within the website or any other databases. The information submitted as part of our contact forms are automatically sent within an email to the appropriate staff member. Upon the

processing of the Contact Form message, the email will be deleted.

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 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.

Please contact us at hello@atasameday.co.uk if you wish to make a request.

How to complain

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

hello@atasameday.co.uk

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

Helpline number: 0303 123 1113

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