# Privacy notice - Neatly Cleaned

#### Introduction

Everyone's privacy is important to our website. Ongoing intentions are to always make the online experience as safe and secure as possible.

This notice applies to any online service, or communication from the domain NeatlyCleaned.co.uk. This also extends to emails sent from our 3<sup>rd</sup> Party email address hello@neatlycleaned.co.uk.

#### Who we are?

Neatly Cleaned are a local Partnership Company in West Sussex, offering services such as domestic cleaning and maintenance. You may communicate with us at hello@neatlycleaned.co.uk. Neatly Cleaned is a trading name of InaEarth.

#### What information do we collect?

We keep your collected data to a minimum. If you sign up for our mailing list, we simply hold your email address in a database.

This information is processed by computer script, or occasionally manually depending on which way you offer your details.

### How do we use personal information?

We use the data very seldom. Your email address is simply used for communication to you, and as a login credential to our website.

### What legal basis do we have for processing your personal data?

Our data gathering is conducted in such a way only your data offered up and consented against is used.

### When do we share personal data?

We would never pass your data on to any other person or organisation.

In regards to the mailing list, we endeavour to remove email addresses from all forwarded mail however the distribution is an automatic process and some public emails may be shared through the system.

### Where do we store and process personal data?

Your data is stored across our own in-house servers, and emails are processed through our trusted external provider and protected by SSL.

#### How do we secure personal data?

Data is always secured by virtual technologies such as passwords. Physical items containing your data are always secured in locked premises and destroyed as soon as no longer required.

#### How long do we keep your personal data for?

Data is only kept for as long as you wish to be part of our systems. As soon as possible, after PID (Personally identifiable data) removal request, data is removed and destroyed by methods of total destruction.

### Your rights in relation to personal data

- You may request to see what data we hold on you at any time
- Corrections or requests for removal of your data will be processed in a timely fashion
- You may revoke your consent at any time

You may contact us on the details listed below and we shall respond, usually by email or whichever method you used to contact us.

#### How to contact us?

Please contact us

By email: hello@neatlycleaned.co.uk

By Phone: 01903 900193

# Use of cookies and other technologies

Currently no cookies are used on our website as we have no need to store your details.

# Where can you find more information about cookies

You can learn more about cookies and the following third party website:

All About Cookies: http://www.allaboutcookies.org/