



# Dovetail Interactive Privacy Notice

## Our contact details

Name: Emma Goss

Phone Number: 07973 656205

E-mail: [emma.goss@dovetailinteractive.co.uk](mailto:emma.goss@dovetailinteractive.co.uk)

## What type of information we have

We currently collect and process the following information:

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

## How we get the 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:

- When you email us
- When you complete our contact form

Our website does not use cookies or other methods of collecting/tracking your information.

Under the General Data Protection Regulation (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 [emma.goss@dovetailinteractive.co.uk](mailto:emma.goss@dovetailinteractive.co.uk).

(b) We have a contractual obligation

## What we do with the information we have

We use the contact that you have given us in order to communicate with you and manage the day-to-day administration of the business. We may also notify you of future services, unless you ask us not to.

## How we store your information

Your information is securely stored on our computer hard drives, email servers and OneDrive cloud-based server.

We keep your contact information for five years. We will then dispose of your information by permanently deleting it.

## 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 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 information in certain circumstances.

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



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**Your right to data portability** - You have the right to ask that we transfer the 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 [emma.goss@dovetailinteractive.co.uk](mailto:emma.goss@dovetailinteractive.co.uk) or 07973 656205 if you wish to make a request.

## **How to complain**

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