

THE WEDDING CLUB

The Wedding Club Ltd Privacy Policy

Our contact details

Name: Clare S Thompson

Address: Blackthorn House Birmingham B3 1RL

Phone Number: 0121 440 8276

E-mail: clare@thewedding-club.co.uk

Website: thewedding-club.co.uk

The type of personal information we collect.

We currently collect and process the following information:

- Full name
- Address
- Telephone number
- Email address
- Bank details
- Credit card details
- Date of event
- Social media account names
- Body measurements
- Wedding dress budget

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:

- Enquiring about our products.
- Booking an appointment at one or more of our stores.
- Placing an order for one or more of our products.

We use the information that you have given us in order to:

- Provide information on our products.
- Book you in for an appointment at one or more of our stores.
- Process an order for one or more of our products.

THE WEDDING CLUB

We may share this information with:

- The suppliers of the products for which you have placed an order with us.
- Any third party company, such as a seamstress, who you have requested we book an appointment with on your behalf (full name & telephone number are provided only).

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 withdraw your consent at any time. You can do this by contacting clare@thewedding-club.co.uk
- (b) We have a contractual obligation.

How we store your personal information.

Your information is securely stored.

We keep your name, address, telephone number and email address on our CRM system. We keep this data for 10 years. We will then dispose of your information by deleting electronic copies and their back ups.

If you place an order for one of our products, we keep your name, address, telephone number, email address, date of event, body measurements and social media account names on paper copies of the order forms. These are stored in a locked filing cabinet. We also store this data on a password protected document on password protected servers. We keep this data for 10 years. We will then dispose of your information by shredding and deleting the electronic document.

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 withdraw consent - You have the the right to withdraw consent 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.

THE WEDDING CLUB

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 clare@thewedding-club.co.uk or on 0121 440 8276 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 clare@thewedding-club.co.uk

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>