

## GDPR Privacy Policy- Charles Gale Clothing

Charles Gale Clothing holds data on employees, customers and suppliers. The data held consists of names, addresses, phone numbers and email addresses. We also hold customers size information. The legal basis for collecting this data is to enable us to perform a contract with a customer. While we respect your privacy, we do share your data with our carefully chosen suppliers in order to fulfil our contract to our customers. The customers data is held in a safe and secure manner. We will continue to store this data for any future occasion when you may wish to use our services. A copy of each customers data can be requested by the customer.

### Your legal rights:

- Request access to your personal data: This enables you to receive a copy of the personal data we hold about you and to check we are lawfully processing it. You can also have any inaccurate data corrected. You can contact us via phone or through this website. **You can also request for us to remove personal data.**
- Request transfer of your personal data to you or a third party: We will provide to you or a third party you have chosen your personal details.

This privacy Policy is continually review and was last reviewed May 2018.