

Data Protection Policy

Last updated: 13.10.25

1. Introduction

As a freelance consultant, I (hereafter referred to as “I” or “the Consultant”) am committed to protecting the privacy and security of personal data. This Data Protection Policy outlines how I collect, use, store, and protect personal information, specifically names and email addresses, in compliance with relevant data protection laws, including the UK GDPR or EU GDPR (where applicable).

2. Data Collected

I may collect the following personal data:

- **Full Name**
- **Email Address**
- **Home Address (for in-person consultations)**

This information is collected when:

- A person contacts me via a contact form, email, or direct message
 - A person signs up for a newsletter or mailing list
 - A client engages my design services
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3. Purpose of Data Collection

I collect and process personal data for the following purposes:

- To respond to inquiries or messages

- To provide design services and communicate with clients
 - To send project updates, invoices, and relevant service information
 - To send newsletters or promotional emails (only with consent)
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4. Legal Basis for Processing

I rely on the following legal bases for processing personal data:

- **Consent** – For email marketing or newsletter signups
 - **Contract** – When personal data is necessary to fulfill a service agreement
 - **Legitimate Interest** – For responding to inquiries or maintaining communication with clients
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5. Data Sharing

I do **not** sell or share personal data with third parties for marketing purposes. However, I may share data with:

- Email marketing platforms (e.g. Mailchimp), if used for newsletters
- Cloud storage or invoicing tools (e.g. Google Drive, PayPal) necessary for business operations

These services are selected for their compliance with data protection regulations.

6. Data Storage and Security

- Personal data is stored securely on password-protected devices or cloud-based tools with appropriate security measures.

- Only I have access to the personal data I collect.
 - I take reasonable steps to protect data from unauthorized access, loss, or misuse.
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7. Data Retention

- Client data is retained for up to **7 years** for legal and tax purposes.
 - Marketing and inquiry data is retained for up to **2 years** or until consent is withdrawn.
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8. Your Data Rights

Individuals have the right to:

- Access their personal data
- Request correction or deletion of their data
- Withdraw consent for processing (e.g. unsubscribe from emails)
- Lodge a complaint with a data protection authority

To exercise these rights, please contact me at: margaretrose.services@gmail.com

9. Changes to This Policy

This policy may be updated periodically. The latest version will always be available upon request or posted on my website (if applicable).

10. Contact

For questions about this policy or your data, contact:

margaret rose.

Anna Sant

Freelance Designer, Garden Consultant and Writer

Email: margaretrose.services@gmail.com