

# Scrap-Circle Privacy Policy

Here you can read about how and why your personal information is used on this website and I've also added further details so you know all the steps taken with any personal information you provide. Hopefully you'll find everything clear and concise but if you need further explanations on anything please do not hesitate to contact me,  
x Magali

Who I am

Magali Ellis trading as Scrap-Circle and you can contact me at  
Entente Cordiale, Kensington Road, Brentwood Essex CM15 9LG

Before we start, to make things clear any time I'm referring to 'you' I'm talking to you, the user reading this page right now or whomever you might be reading this information to/on behalf of. This policy may be updated as and when needed. It can always be found on this page to refer back to upon any visit to the website.

## **What, Why and How your Personal Information is Used**

When you make an order via this website or via invoice payment or kit subscription you enter into a contract with me to supply you with your goods/service. I take your name, email and your address in order to fulfil that contract, (sending you your goodies and communicating with you about orders and/or subscription). Your details, (name, email, phone if provided and address on your box notes and invoices) are held on a computer with a firewall and constantly updated Internet Security Software. I keep your information only to process your order and communicate with you relating to your order or subscription. If I've emailed you I will have a record of your email address and the email contents which may then be kept and recorded by a third party email processor, this works both ways you the user will also have the same information stored by your email processor when it appears on your email inbox so familiarise yourself with your email processor's terms and conditions and privacy policy as my privacy policy does not apply to your personal email.

When you pay for an order or a subscription your payment details will be securely processed by Paypal. To be PCI compliant I do not personally ask for or store or process your card payment details. My store pages and processes on this website are supplied by One.com.

You can read the privacy policy of each company via the following links: [Paypal](#).

Your data is collected by this company, (when you place an order or use a contact form on this website) in order to fulfil and process your order and/or reply to a query. If it's stored it's done so in a safe, secure way. It has to be in order for them to operate legally but if you have any reservations please read though their own privacy policies and be aware that by using this website you'll also be using their services where relevant to process your personal information. In the case of Paypal Subscription payments and Invoice Payments, Paypal act as the data controller. Paypal will prompt you to set up an account to enable your control over your personal data. When you need to update your personal information

you'll need to do so via your Paypal account. By using these services, (Paypal subscription payments and Paypal Invoice payments) you're agreeing to [Paypal's terms and conditions](#).

Other times I need to share your personal data with a third party, (in order to fulfil my contract with you) is when I create a postage label where I need to provide your address and name to Royal Mail, (or other courier company of which you'll be informed). In this case Royal Mail act as the data controller to ensure the responsible use of your personal information, <https://www.royalmail.com/gdpr>

### **Digital Data Retention**

When you supply your personal data via a contact form on this website or via making an order on the website your data is captured and retained by One.com to enable me to contact you and fulfil your order or reply to your query, I can delete the contact information that One.com stores via a dashboard facility at any time. If you would prefer me to do this for your contact information please let me know at via the contact form or email [info@scrap-circle.co.uk](mailto:info@scrap-circle.co.uk)

In compliance with GDPR you can request a log of all the data stored. You can email me directly to ask for a copy of your data, [info@scrap-circle.co.uk](mailto:info@scrap-circle.co.uk) . It'll take a minimum of 48 hours to compile the data One.com has recorded and it may take longer to compile any additional information but your information will be supplied within 30 days.

In compliance with GDPR you can request a 'right to be forgotten'. This is where all your compiled digital data is destroyed. To facilitate this please email me directly at and I will start the process of deletion. Please note that I need to keep certain records to comply with other legal obligations.

### **Security**

The website is secured with SSL technology. Your browser should display something like a 'padlock' icon in the browser bar and the http ends with an s to let you know your data is secure.

Please note and accept that no method of transmission over the Internet or electronic storage is ever 100% secure always be aware of this when providing your personal information.

### **Other ways I may use your personal information I'd like to make you aware of**

If you've ever spoken to me personally you may have noted me talking about my 'list' for kit subscriptions. This is an actual paper handwritten list where I list names of Kits subscribers so I can refer to it quickly and easily and make adjustment notes pertaining to your subscription fulfilment, (this is especially useful to be during the chaos of kit posting day!). The lists themselves are kept in books and when they become full are destroyed. They are never shared with anyone and the information is only kept to enable the process of your subscription order fulfilment. If ever I have a misprint on a box note, label or invoice that leads to it not being used in your parcel that has any of your personal data recorded on it, (primarily your name and address) that will also be destroyed, (shredded) before being disposed of.

## Mailing Lists

If you've seen on the homepage, there's a form to subscribe to the shop newsletter, providing your email there (or on the same newsletter sign up form on the Scrap-Circle Facebook page) is the only way you're ever put on a mailing list to receive emails about special offers or other things going on with the Scrap-Circle shop. There's a separate mailing list operated for the Scrap-Circle Kit subscribers. That list has your name and email on it and allows me to send you a newsletter email to let you know when it is new kit posting day and when the shop is full of the extra items.

You are only sent this small amount of relevant information, I do not use my Kits subscriber list for sending any other marketing material, it's purely to facilitate sending information pertaining to your Kits subscription. Furthermore nor will this information ever be made available for sale to a third party. For both mailing lists I use MailChimp as a data processor. They also collect data I can access namely to tell me if you've opened the email and where you/your device is, (via your IP address).

You can opt out of either mailing list at any time using the 'opt out/unsubscribe' link or change your held personal information, (indicated as 'update your preferences') via a link at the bottom of every email sent.

I never supply any other information to Mailchimp other than your name and email to facilitate the mailing list function. Read Mailchimp's Privacy Policy to familiarise yourself with how and where Mailchimp process your data.

## A Note on Sending Your Personal Information via Social Networks

By 'social networks' I'm talking about Facebook including its messenger app and anywhere else with an online public presence where you contact me publicly or via direct message or 'personal message'. I strongly advise and discourage you not to provide any personal information via these services as I have no control over how your data is captured, viewed or used in these cases. By all means we can chat and communicate informally but if you have a need to let me know of a change of address or are trying to communicate card numbers for a purchase **do not send this kind of personal information** via these kinds of services as they're not secure and I do not process card numbers directly so I'll never ask you for that kind of information. If ever I receive it, I'll delete it but the 'social network' third party will have a copy of your sent message that I cannot delete. If you have these kinds of messages in your 'inbox' you'll need to apply to that third party to remove that information.

## Cookies

I have to inform you that cookies are used on this website.

Cookies are in simplest terms bite sized bits of information collected by your browser and stored on a database and on your own computer/mobile device to enable the website to work as efficiently as possible for you. There are two main kinds of cookies: session cookies and persistent cookies. Session cookies are deleted from your computer when you close your browser, (so you're ending your browsing session and the cookies are no longer used). Persistent cookies remain stored on your computer until deleted, or until they expire. An example of a persistent cookie used for instance is the shopping basket function on the website. If you add things to your basket the browser cookie will 'remember' and store what you've picked out to show that information to you every time you access the website. You can block and delete third party cookies via your browser settings but if you do so it may prevent this website from working correctly. I've listed how you can do that below via the most popular browsers. Check out this website to learn more on cookies and how you can take control of your data, [youronlinechoices.com](http://youronlinechoices.com)

Internet Explorer - <https://support.microsoft.com/en-gb/help/17442/windows-internet-explorer-delete-manage-cookies>

Chrome -

<https://support.google.com/chrome/answer/95647?co=GENIE.Platform%3DDesktop&hl=en-GB>

Firefox - <https://support.mozilla.org/en-US/kb/enable-and-disable-cookies-website-preferences>

Safari, (apple) - <https://support.apple.com/en-gb/guide/safari/manage-cookies-and-website-data-sfri11471/mac>

Other links you might be interested in:

Product & Privacy Policies: <https://www.one.com/en/info/privacy-policy>

Data Processor Agreement: <https://www.one.com/static/info/data-processing-agreement-en.pdf>

Once you leave my website or are redirected to a third-party website or application, you are no longer governed by this Privacy Policy so it's important you familiarise yourself with the privacy policy of the website you visit.

This Privacy Statement does not include or is applicable to anyone who may use the Scrap-Circle logos or name with or without granted permission. For example in relation to competitions run on blogs or Social Media, (Instagram, Facebook etc.).

Thank you for reading!