

## Sleake Knits Privacy Policy

I, Sylvia Leake, owner of this shop, am the data controller of your personal information as it relates to my shop.

When you place an order from me, I will receive your name, delivery address and email address from the host site of my shop (for example Craftsyt, Etsy, Folksy or Ravelry). I will only use these details to process and deliver your order, or deal with any queries you have related to that order. If you send me a message using the contact button on the host site, I will receive your username and email address.

The only circumstances in which I will share your data are in processing your order or complying with the law. I will never use or pass on your information to third parties for marketing purposes or any other purpose, other than the circumstances listed below, or add you to any mailing list without your explicit consent. The circumstances in which I may share your data are:

- With the host site to comply with my obligations.
- With delivery companies to fulfil your order.
- To comply with legal or tax obligations.

I will only retain your details for as long as necessary in order to process the transaction and I will securely store any data collected during that period. I retain personal data related to orders for at least eleven years for UK VAT as recommended by the HMRC in the UK. You may request deletion after this time, however I will require proof of identity and will need to record the deletion for GDPR compliance auditing purposes.

You have the right to know what personal data I hold about you, and to ask for that data to be changed or deleted. I will generally delete your personal information upon request unless there are circumstances where I am required to store data, for example legal reasons. You also have the right to complain to the ICO if you believe there is a problem with the way I handle your data.

If you have any concerns about your personal data, please contact the host site.

In addition to my own privacy policy, if you pay for your order with Paypal, your data will be protected by [PayPal's privacy policy](#).

If you pay directly by card on the host site, your personal data is protected by their Privacy Policy or their payment processor's Privacy Policy.

If you have any questions or concerns, you may contact me at [sylvialeake@yahoo.com](mailto:sylvialeake@yahoo.com).