

Belen Dakak ("we", "us", "our") is committed to protecting and respecting your privacy.

This Privacy Notice explains how we collect, use and store personal data when you visit this website or contact us in relation to freelance interior design, spatial design, or collaboration services.

We only collect personal information where it is necessary for communication, enquiries, or the provision of professional services.

For the purpose of the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018, the data controller is:

Belen Dakak  
Roche, Cornwall, United Kingdom  
Email: belendakak@gmail.com

If you have any questions about this Privacy Notice, you can contact us using the email above.

## **HOW DO WE GET INFORMATION?**

Most of the personal information we process is provided directly by you when you:

- Contact us via the contact form on this website
- Send an email enquiry regarding freelance work, collaboration, or design services
- Engage with us via social media
- Request information about our services
- Visit our website, where limited technical data may be collected automatically through cookies or analytics tools

We only collect information that is necessary for communication, collaboration, or the provision of professional services.

We may also collect anonymous technical information when you visit the website, such as IP address, browser type, or pages visited. This information is used only to understand how the website is used and to improve its performance.

Our website is not intended for children under the age of 16, and we do not knowingly collect personal data from children.

## **WEBSITE USAGE DATA**

When you visit this website, certain technical information may be collected automatically. This can include your IP address, browser type, device type, pages visited, and time spent on the website.

This information is collected through standard website hosting services and analytics tools and is used only to:

- understand how visitors use the website
- improve performance and content
- maintain website security

This data does not identify you personally.

## **WHERE WE STORE YOUR PERSONAL DATA**

Any personal information you provide is stored securely through our website hosting provider, email provider, or trusted service providers used to operate this website.

We take reasonable steps to protect your information and prevent unauthorised access, disclosure, or loss.

Information may be stored on servers located within the United Kingdom or the European Economic Area. Where third-party services are used (for example website hosting or analytics), those providers may store data securely outside the UK or EEA, but only where appropriate safeguards are in place.

Transmission of information over the internet is not completely secure, but we do our best to protect your data using standard security measures.

#### **USES MADE OF THE INFORMATION**

We use personal information only where necessary, including:

- To respond to enquiries
- To communicate about freelance work, collaboration, or design services
- To provide services requested by you
- To improve the website and user experience
- To maintain website security

We do not sell, rent, or trade personal information to third parties.

We only process personal data where we have a lawful basis to do so, such as:

- your consent
- a legitimate interest in responding to enquiries or providing services
- a legal obligation where required

#### **SHARING YOUR INFORMATION**

We do not sell, rent, or trade your personal information.

Your information may be shared only where necessary with trusted third-party service providers who help operate this website or support communication, such as:

- website hosting providers
- email providers
- analytics services (such as Google Analytics, if used)

These providers only process data on our behalf and are required to keep your information secure.

We may also disclose personal information if required to do so by law.

## **LEGAL BASIS FOR PROCESSING PERSONAL DATA**

We process personal data only where we have a lawful basis under UK data protection law.

This may include:

- Your consent, when you contact us or submit a form
- Legitimate interest, for example responding to enquiries or improving the website
- Legal obligation, where we are required to keep records

You are not required to provide personal data, but we may not be able to respond to enquiries without it.

## **YOUR RIGHTS**

Under UK data protection law, you have the right to:

- Request access to the personal data we hold about you
- Request correction of inaccurate data
- Request deletion of your data where appropriate
- Object to processing of your data
- Request restriction of processing
- Request transfer of your data where applicable

You also have the right to complain to the Information Commissioner's Office (ICO) if you believe your data has been used incorrectly.

You can contact us at:

belendakak@gmail.com

to request access, correction, or deletion of your personal data.

## **HOW WE PROTECT YOUR PERSONAL INFORMATION**

We take appropriate technical and organisational measures to protect your personal information.

This includes:

- secure website hosting
- password-protected accounts and devices
- use of secure connections (HTTPS)
- limiting access to personal data

Although we take reasonable steps to protect your data, transmission of information over the internet cannot be guaranteed to be completely secure.

## **HOW LONG WE KEEP YOUR INFORMATION**

We keep personal information only for as long as necessary.

This may include:

- responding to enquiries
- providing services
- keeping basic records for legal or accounting purposes

When information is no longer needed, it is securely deleted or removed.

## **ACCESS TO YOUR PERSONAL DATA**

You have the right to request access to the personal information we hold about you.

You may also request that we:

- correct inaccurate information
- delete your information
- restrict how your information is used

To make a request, please contact:

**belendakak@gmail.com**

We will respond within a reasonable time.

You also have the right to complain to the Information Commissioner's Office (ICO) if you believe your data has been handled incorrectly.

#### **TO UNSUBSCRIBE FROM OUR COMMUNICATIONS**

You may unsubscribe from our marketing communications by clicking on the "unsubscribe" link located on the bottom of our e-mails, updating your communication preferences, or by sending us email us at [EMAIL ADDRESS] with the subject title 'Privacy'.

#### **CHANGES TO OUR PRIVACY POLICY**

We may update this Privacy Notice from time to time.

Any changes will be posted on this page.

We recommend checking this page occasionally to stay informed.

#### **COOKIES**

Our website may use cookies to improve your browsing experience and to understand how the website is used.

Cookies are small text files stored on your device when you visit a website. They help the website function properly and allow us to collect anonymous information about how visitors use the site.

We may use cookies for:

- basic website functionality
- analytics to understand visitor behaviour
- improving website performance

You can control or disable cookies through your browser settings.

If a cookie consent banner is shown on this website, you can also choose whether to accept or reject non-essential cookies.

## **CONTACT**

If you have any questions about this Privacy Notice or how your data is used, please contact:

**Belen Dakak**  
**Roche, Cornwall, United Kingdom**  
**Email: [belendakak@gmail.com](mailto:belendakak@gmail.com)**