



# Privacy Policy

## 1. Our contact details

Celia Rousset trading as "Cylia Rousset Communication"  
3 Cromarty Villas – Queensborough Terrace – London W23SX  
Email: [cylia@cyliarousset.com](mailto:cylia@cyliarousset.com)  
Tel: 07595246359  
Data controller registration (ICO): C1126623

## 2. The type of personal information we collect

We currently collect and process the following information:

- Personal identifiers, contacts and characteristics (for example, name and contact details, URL of website, Instagram or Facebook accounts...)
- Email addresses & phone number to communicate and stay connected about purchase or delivery of services.
- Our website uses cookies to track the number of visitors, analytics on their choices and the type of device used. More info can be found in "about Cookies" section).

## 3. How we get the personal information and why we have it

All the personal information we process is provided to us directly by you for one of the following reasons:

- Reply to contact form submitted on our website
- Subscribing to receive our newsletter
- Enquiries about our services and quotes requests

We only share this information with our freelance team (Charlène Moreno) who may provide the services. We do not share your personal data outside the team.

Under the General Data Protection Regulation (GDPR), the lawful bases we rely on for processing this information are:

- Your consent. You can remove your consent at any time. You can do this by contacting us using the contact details provided in section 1 of this policy.

Alternatively, you can unsubscribe from our mailing list using the link provided at the bottom of all emails.

- We have a contractual obligation.
- We have a legal obligation.
- We have a vital interest.
- We have a legitimate interest.





#### **4. How we store your personal information**

Your information is securely stored on our marketing software called Mailchimp. Find their Privacy Statement following the link below:

<https://www.intuit.com/privacy/statement/>

Our website <https://www.cyliarousset.com/> also processes personal data via the contact form.

We keep all your personal data for the minimum period possible. To comply with legislation this is 7 years after you cease being a customer. We will then dispose of your information by deleting you from our database.

#### **5. Your data protection rights**

Under data protection law, you have rights including:

- Right of access - You have the right to ask us for copies of your personal information.
- Right to rectification - You have the right to ask us to rectify personal information you think is inaccurate and/or ask us to complete information you think is incomplete.
- Right to erasure - You have the right to ask us to erase your personal information in certain circumstances.
- Right to object to processing - You have the right to object to the processing of your personal information in certain circumstances.
- Right to restriction of processing - You have the right to ask us to restrict the processing of your personal information in certain circumstances.
- Right to data portability - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you. If you wish to make a request, please contact us using the details provided in section 1 of this policy.

#### **6. Complain**

If you have any concerns about our use of your personal information, you can make a complaint to us at:

Name: Cylia Rousset

Address: 3 Cromarty Villas – Queensborough Terrace – London W23SX

Tel: 07595246359

E-mail: [cylia@cyliarousset.com](mailto:cylia@cyliarousset.com)





You can also complain to the ICO if you are unhappy with how we have used your data.

Our Data controller registration (ICO) number is: C1126623

The ICO's address:  
Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF  
Helpline number: 0303 123 1113  
Website: <https://www.ico.org.uk>

## 7. About cookies

Our website uses cookies for important reasons, such as:

- To provide a great experience for the visitors and customers.
- To monitor and analyze the performance, operation and effectiveness of the website.
- To ensure our platform is secure and safe to use.

You can find the full list of essential cookies used on our Wix website on the following link: <https://support.wix.com/en/article/cookies-and-your-wix-site>

The following links explain how to access cookie settings in various browsers:

Cookie settings in [Firefox](#)

Cookie settings in [Google Chrome](#)

Cookie settings in [Internet Explorer](#)

Cookie settings in [Android](#)

Cookie settings in [Safari](#) (or [here](#) for iPhone, iPad, iPod)

We use Google Analytics to analyse the use of our website. If you want to opt out of being tracked by Google Analytics on all the websites:  
<http://tools.google.com/dlpage/gaoptout>.

