

Privacy Policy

Introduction

DOCE is committed to protecting your privacy. This Privacy Policy explains how we collect, use, store, and protect your personal data when you sign up for our newsletter. By subscribing to our newsletter, you agree to the terms outlined in this policy.

Who We Are

- **Data Controller:** DOCE Clothing
 - **Contact Information:** mailing@doceclo.co.uk
If you have any questions about this policy or how we handle your data, please contact us using the details above.
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What Information We Collect

When you sign up for our newsletter, we collect the following information:

- **Email Address:** This is used solely for sending you our newsletter and updates.
 - Any other information you voluntarily provide (e.g., your name, if applicable).
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How We Use Your Information

We use your personal data to:

1. Send newsletters, updates, and relevant information about our services.
2. Manage your subscription preferences, including processing unsubscribe requests.

We do not use your personal data for any other purposes.

Legal Basis for Processing

We process your data based on your **consent**. By providing your email address, you consent to receiving communications from us. You can withdraw your consent at any time by unsubscribing.

How We Store and Protect Your Information

Your email address is securely stored in a Google Spreadsheet, which is accessible only to us. We implement the following security measures:

- Restricted access to authorized personnel only.
- Use of strong passwords and two-factor authentication for accessing the data.

Google provides encryption for data in transit and at rest to help protect your information.

Data Sharing

We do not sell, rent, or share your personal data with third parties unless required by law.

How Long We Keep Your Information

We retain your email address for as long as you remain subscribed to our newsletter. If you unsubscribe, your email address will be deleted from our records within 30 days.

Your Rights

Under the UK GDPR, you have the following rights regarding your personal data:

1. **Access:** You can request a copy of the data we hold about you.
2. **Correction:** You can request that we correct any inaccurate data.
3. **Deletion:** You can request that we delete your data ("right to be forgotten").
4. **Withdrawal of Consent:** You can unsubscribe from our newsletter at any time.

To exercise any of these rights, please contact us at mailing@doceclo.co.uk

Unsubscribing

If you wish to stop receiving our newsletter, you can click the "unsubscribe" link in any email or contact us at mailing@doceclo.co.uk

Changes to This Privacy Policy

We may update this Privacy Policy from time to time. Any changes will be posted on this page, and, where appropriate, notified to you via email.

Complaints

If you believe we have mishandled your data, you can contact us at mailing@doceclo.co.uk. You also have the right to lodge a complaint with the **Information Commissioner's Office (ICO)** at <https://ico.org.uk/>.

Effective Date

This Privacy Policy is effective as of 15/12/2024