

Privacy Notice

Bluebell Business Operations & Support is committed to protecting the personal information we handle and respecting your privacy.

Information we collect

- Your name
- Business name and details
- Email address
- Telephone number
- Billing/payment information
- Other information you provide that is necessary for us to deliver the agreed services

How we use your information

We use your information to communicate with you, manage our business relationship and provide the services you have requested.

Our primary lawful basis for processing client information is contract, where processing is necessary to enter into or fulfil our agreement with you.

How your information is stored

Client information is stored securely using access-controlled systems, including Google Drive.

Appropriate security measures are used to protect information from unauthorised access, loss or disclosure.

Sharing your information

Bluebell does not sell client information.

Information may be processed through trusted service providers used to operate our business, or disclosed where required by law.

How long we keep your information

Working client data is retained for the duration of our agreement.

Following the end of the agreement, clients will normally have 14 days to retrieve any required information before Bluebell securely deletes its working copies.

Certain business records, such as invoices and financial records, may be retained for longer where required for legal, accounting or tax purposes.

Your rights

Depending on the circumstances, you may have the right to access personal information we hold about you, correct inaccurate information, request deletion of your information, restrict or object to certain processing and request transfer of your information.

Requests can be made by emailing hello@bluebelloperations.com.

Complaints

If you have concerns about how we use your personal information, please contact us first at hello@bluebelloperations.com.

You also have the right to raise a complaint with the Information Commissioner's Office (ICO).

Contact us

For questions about this Privacy Notice or how Bluebell handles your personal information:

Email: hello@bluebelloperations.com

Changes to this Privacy Notice

We may update this Privacy Notice from time to time. The latest version will always be available on our website.

Last updated: September 2026