Privacy Statement

How we use your personal data

- ➤ We will use your personal data for the purposes of providing our services to you or if we need to comply with legal obligation.
- ➤ We will use your non-sensitive personal data to manage payments & communications with you.
- ➤ We will not share your details with third parties for marketing purposes.

Disclosure of your personal data

- ➤ We may have to share your personal data with professional advisors including lawyers, bankers, auditors and insurers and also HMRC.
- ➤ We require all of these third parties to whom we transfer your data to respect the security of your personal data and to treat it in accordance with the law. They are only allowed to process your personal data on our instructions.

Data security

- ➤ Protecting your data is important to us and we have put in place security measures to prevent your personal data from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. We also limit access to your personal data to those employees, contractors & other third parties who have a business need to know such data. They will only process your personal data on our instructions and they are subject to a duty of confidentiality.

Data retention

- ➤ We will only keep your personal data for as long as is necessary to fulfil the purposes for which we collected it. We may retain your data to satisfy any legal, accounting or reporting requirements.

Your rights

- ➤ You are able to exercise certain rights in relation to your personal data that we process. These are set out in more detail on the ICO website (guide to GDPR).

Keeping your data up to date

- ➤ We have a duty to keep your personal data up to date and accurate so from time to time we may contact you to ask you to confirm that your personal data is still accurate and up to date.

Complaints

- ➤ We are committed to protecting your personal data but if for some reason you are not happy with any aspect of how we use your data, you have the right to complain to the ICO, however, please contact us first so that we can try to resolve the issue for you.