

GDPR: Denise Clarke Ltd (DCL) Privacy Notice

The purpose of collecting personal information

This privacy notice tells you what to expect when DCL collects personal information. It applies to the personal information that we collect in order to conduct our business. Any personal information that we gather and store is used in accordance with the Data Protection Act 2018 and our internal policies.

The legal basis for processing personal data

DCL processes personal data in order to conduct its consultancy business through contracts that it holds with its clients.

As a data controller, DCL holds personal data on its associates and clients. The purpose of holding personal data about them is to:

- verify their identity;
- communicate with them about work that it may, is or has carried out on their behalves.

Such personal data, which is provided directly by the client or supplier, is solely for DCL's business purposes and is shared only amongst DCL staff and associates who are directly involved in the project. Except for any legitimate purpose (e.g. HMRC), it is not made available to third parties nor is it used for any other purpose.

Categories of personal data collected

We collect and store the following information about clients and suppliers:

- names;
- address (employers' although occasionally we are given personal contact details);
- telephone numbers and email addresses (as above).

How we protect your personal data

Personal data is stored securely in accordance with DCL's data security policy.

In order to continue to fulfil our obligations and conduct our business, the data we hold is kept for a minimum of 7 years.

Your rights

As a "data subject", you have a number of rights (known as "subject rights"). You can:

- obtain a copy of your data on request;
- ask us to change incorrect or incomplete data;
- ask us to delete or stop processing your data, for example, where the data is no longer necessary for the purposes of processing;
- object to the processing of your data where we are relying on our legitimate interests as the legal ground for processing.

You can request a copy of personal information held about you or exercise any of your other subject rights by getting in contact with HSQ's Managing Director.

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