

## General Data Protection Regulation Policy

### 1. PURPOSE OF THIS POLICY

This policy describes how we collect and use personal data about you, in accordance with the General Data Protection Regulation (GDPR), the Data Protection Act 1998 and any other national implementing laws, regulations and secondary legislation, as amended or updated from time to time, in the UK ('Data Protection Legislation'). Please read the following carefully to understand our practices regarding your personal data and how we will treat it.

### 2. ABOUT US

GHM Partnership Ltd registered office address is The Studio, 12 Church Street, Welwyn, Herts, AL6 9LX. For the purpose of the Data Protection Legislation and this policy, we are the 'data controller'. This means that we are responsible for deciding how we hold and use personal data about you. We are required under the Data Protection Legislation to notify you of the information contained in this policy.

### 3. HOW WE MAY COLLECT YOUR PERSONAL DATA

We obtain personal data about you, for example, when:

- You request a proposal from us in respect of the services we provide;
- You engage us to provide our services and also during the provision of those services;
- You contact us by email, via our website, or social media, or telephone (for example when you have a query about our services); or
- You apply for a job with us
- You commence work with us, & contracts of employment
- You provide emergency contact details.

### 4. THE KIND OF INFORMATION WE MIGHT HOLD ABOUT YOU

The information we hold about you may include the following:

- Your personal details (such as your name, address, contact details, bank details, pension details, employment details);
- Information regarding national insurance number, tax codes, salary details, pension accounts;
- Emergency Contact details (Name, Phone Number);
- Details of any services you have received from us;
- Our correspondence and communications with you;
- Information about any complaints and enquiries you make to us.

### 5. HOW WE USE PERSONAL DATA WE HOLD ABOUT YOU

GHM Partnership Ltd may process your personal data for the purposes of our own legitimate interests provided that those interests do not override any of your own interests, rights and freedoms which require the protection of personal data.

This includes processing for business development, statistical and management purposes. We may process your personal data for certain additional purposes with your consent and in these limited circumstances where your consent is required for the processing of your personal data then you have the right to withdraw your consent to processing for such specific purposes.

GHM Partnership Ltd will not process your data for any marketing purposes.

### 6. DATA RETENTION & STORAGE

GHM Partnership Ltd will only retain your personal data for as long as is necessary to fulfil the purposes for which it is collected.

We have put in place reasonable and appropriate security measures to prevent your personal data from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. In addition, we limit access to your personal data to those employees, who have a business need to

know. We have put in place procedures to deal with any suspected data security breach and will notify you and any applicable regulator of a suspected breach where we are legally required to do so.

## 7. RIGHTS OF ACCESS, CORRECTION, ERASURE, AND RESTRICTION

### Your duty to inform us of changes

It is important that the personal data we hold about you is accurate and current. Should your personal information change, please notify us of any changes of which we need to be made aware by contacting us, using the contact details below.

### Your rights in connection with personal data

Under certain circumstances, by law you have the right to:

- Request access to your personal data. This enables you to receive details of the personal data we hold about you and to check that we are processing it lawfully.
- Request correction of the personal data that we hold about you.
- Request erasure of your personal data. This enables you to ask us to delete or remove personal data where there is no good reason for us continuing to process it. You also have the right to ask us to delete or remove your personal data where you have exercised your right to object to processing (see below).
- Object to processing of your personal data where we are relying on a legitimate interest (or those of a third party) and there is something about your particular situation which makes you want to object to processing on this basis.
- Request the restriction of processing of your personal data. This enables you to ask us to suspend the processing of personal data about you, for example if you want us to establish its accuracy or the reason for processing it.

## 8. RIGHT TO WITHDRAW CONSENT

In the limited circumstances where you may have provided your consent to the collection, processing and transfer of your personal data for a legitimate purpose, you have the right to withdraw your consent for that specific processing at any time. To withdraw your consent, please email our data protection officer at [mail@ghmpartnership.co.uk](mailto:mail@ghmpartnership.co.uk)

Once we have received notification that you have withdrawn your consent, we will no longer process your personal information (personal data) for the purpose or purposes you originally agreed to, unless we have another legitimate basis for doing so in law.

## 9. CONTACT US

If you have any questions regarding this policy or if you would like to speak to us about the manner in which we process your personal data, please contact us by telephone at **0333 358 3635** or by email at [mail@ghmpartnership.co.uk](mailto:mail@ghmpartnership.co.uk)

You also have the right to make a complaint to the Information Commissioner's Office (ICO), the UK supervisory authority for data protection issues, at any time. The ICO's contact details are as follows:

Information Commissioner's Office  
Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF  
Telephone - 0303 123 1113 (local rate) or 01625 545 745  
Website - <https://ico.org.uk/concerns>



Ken Freckleton

Director

GHM Partnership Ltd

Dated: 29<sup>th</sup> January 2019