

Neil Morgan Design Limited

Privacy Notice

May 2018

1. Background

We are committed to protecting and respecting your privacy.

Everyone has rights with regard to the way in which their personal data is handled. This policy sets out the basis on which any personal data we collect from you, or that you provide to us, will be processed by us. Please read the following carefully to understand our views and practices regarding your personal data and how we will treat it.

For the purposes of the General Data Protection Regulation (“GDPR”) and UK data protection laws, the data controller is Neil Morgan Design Limited, 48 Naunton Way, Cheltenham, Gloucestershire GL53 7BQ. Neil Morgan Design Limited is committed to protecting the privacy and security of all the personal information that we collect.

2. About this document

This Privacy Notice has been produced to make sure you are aware of how we process your personal information. Under GDPR there are six principles which we have to follow when processing any personal data. These provide that your personal data must be:

- Processed lawfully, fairly and in a transparent manner.
- Processed for specified, explicit and legitimate purposes.
- Adequate, relevant and limited to what is necessary.
- Accurate and kept up-to-date.
- Kept for no longer than is necessary.
- Processed in a manner than ensures appropriate security.

3. How we collect your information

We may collect your personal data in a few limited ways, namely:

- Information provided by you directly, as a client.
- From information contained on your website, or other company literature or marketing collateral.

4. The types of information we collect

We may collect the following types of personal data about you:

- Information, including your contact details (including email address(es), telephone numbers and postal address(es)).
- Bank account details in order to perform online banking transactions, should they be required.

5. How we use personal data

Personal data provided to us will be used for the purposes set out at the time of collection and, where relevant, in accordance with any preferences you express.

More generally, we will use your personal data for the following purposes:

- For general administrative purposes for quoting/invoicing and any other relevant correspondence.

6. Your marketing preferences

We will always respect your wishes in respect of what type of communications you want to receive from us and how you want to receive them.

7. Sharing your information with others

We do not sell or share your personal data for other organisations to use.

8. How long your information is kept

We keep your personal data only for as long as necessary for each purpose we use it. For most data, this means we retain it for so long as you are a client commissioning work and for a period of six years after your last transaction with us (for accounting, tax reporting and record-keeping purposes). When your data reaches the end of its retention period we have appropriate procedures in place to ensure that it is properly and confidentially destroyed.

9. How we keep your information safe

We have appropriate physical, technical and organisational procedures in place to ensure that:

- Your personal data is kept secure and is protected against unauthorised access, accidental loss, destruction or damage. It is kept in locked filing cabinets. All of our confidential paper waste is shredded, through trusted and authorised channels.
- Any data security breach detected is investigated and notified to you, and also to the appropriate regulator where we are legally required to do so.
- If we introduce new systems, we carry out privacy impact assessments to check that they will not jeopardise the security of your personal data.

10. Your rights

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

- Request access to your personal data (commonly known as a “data subject access request”). This enables you to receive a copy of the personal data we hold about you and to check that we are lawfully processing it.
- Request correction of the personal data that we hold about you. This enables you to have any incomplete or inaccurate information we hold about you corrected.

- 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 ground. You also have the right to object where we are processing your personal data for direct marketing purposes.
- 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. You can also withdraw your consent, where this is the basis for our processing your data (without affecting the lawfulness of our previous processing based on consent).
- Request the transfer of your personal data to another party. Please note that the above rights are not absolute, and we may be entitled to refuse requests where exceptions apply. Neil Morgan Design Limited has appropriate procedures in place for you to follow if you wish to exercise any of the above rights. In the first instance you should contact the Data Protection Coordinator (see contact details below in section 11).

11. Contact and complaints

If you have any queries about this Privacy Notice or how we process your personal data, or if you wish to exercise any of your legal rights, you may contact Neil Morgan Design Limited's Data Protection Coordinator as follows:

Email: neil@neilmorgandesign.co.uk

Telephone: 07737 551006

Post: Neil Morgan Design Limited, 48 Naunton Way, Cheltenham, Gloucestershire GL53 7BQ.

If you are not satisfied with how we are processing your personal data, you can make a complaint to the Information Commissioner. You can find out more about your rights under applicable data protection laws from the Information Commissioner's Office website: www.ico.org.uk.