

PRIVACY POLICY (GDPR)

SCOPE

This policy applies to the following businesses:

Wynniatt-Husey Limited, The Old Coach House, Horse Fair, Rugeley, Staffordshire, WS15 2EL.

The privacy policy explains how we use any personal information we collect about you when you use this website and our wider services.

What information do we collect about you and how?

Wynniatt-Husey Limited, as a Data Controller, is bound by the requirements of the General Data Protection Regulations (GDPR).

You agree that we are entitled to obtain, use and process the information you provide to us to enable us to discharge the Services (as defined in our Letter of Engagement and supporting schedules) and for other related purposes including;

- Updating and enhancing client records
- Analysis for management purposes
- Statutory returns
- Legal and regulatory compliance
- Crime prevention

We collect information about you when you fill in any of the forms on our website i.e. sending an enquiry, signing up for an event, filling in a survey, giving feedback etc.

How long will we hold your data for?

Contracted Services: we will hold your data for 7 years in line with our regulatory requirements.

How will we use the information about you and why?

At Wynniatt-Husey Limited we take your privacy seriously and will only use your personal information to provide the Services you have requested from us, detailed in your Letter of Engagement and supporting schedules and as we have identified above. We will only use this information subject to your instructions, data protection law and our duty of confidentiality.

For Business to Business clients and contracts our lawful reason for processing your personal information will be "legitimate interests". Under "legitimate interests" we can process your personal information if: we have a genuine and legitimate reason and we are not harming any of your rights and interests.

We may receive personal data from you for the purposes of our money laundering checks, such as a copy of your passport. This data will only be processed for the purposes of preventing money laundering and terrorist financing, or as otherwise permitted by law or with your express consent.

Our work for you may require us to pass your information to our third-party service providers, agents, subcontractors and other associated organisation for the purposes of completing tasks and providing the services to you on our behalf. However, when we use third party service providers, we disclose only the personal information that is necessary to deliver the services and we have contracts in place that requires them to keep your information secure and not to use it for their own direct marketing purposes.

We collect information on our website to process your enquiry, deal with your event registration give advice based on survey data and improve our services. If you agree, we will also use this information to share updated with you about our services which we believe may be of interest to you.

We will not share your information for marketing purposes with companies so that they may offer you their products and services.

Transferring your information outside of Europe

As part of the services offered to you through this website the information which you give to us may be transferred to countries outside the European Union ("EU"). For example, some of our third-party providers may be located outside of the EU. Where this is the case we will take steps to make sure the right security measures are taken so that your privacy rights continue to be protected as outlined in this policy. By submitting your personal data, you are agreeing to this transfer, storing or processing.

Security precautions in place about data collected

When you give us personal information, we take steps to make sure that it is treated securely. Sensitive information will be encrypted before it is sent.

Non-sensitive details (your email address etc.) are sent normally over the Internet, and this can never be guaranteed to be 100% secure. As a result, while we strive to protect your personal information, we cannot guarantee the security of any information you transmit to us, and you do so at your own risk. Once we received your information, we make our best effort to ensure its security on our systems. Where we have given (or where you have chosen) a password which enables you to access certain parts of our websites, you are responsible for keeping this password confidential. We ask you not to share your password with anyone.

Marketing

We would like to send you information about our services which may be of interest to you. If you have consented to receive marketing, you may opt out at any point as set out below.

You have a right at any time to stop us from contacting you for marketing purposes. To opt out please email: office@wynniatt-huseyltd.com.

Access to your information, correction, portability and deletion

You have a right to request a copy of the information that we hold about you under a subject access request. If you would like a copy of some or all your personal information, please email or write to us at the following address: Wynniatt-Husey Limited, The Old Coach House, Horse Fair, Rugeley, Staffordshire, WS15 2EL.

We will respond to your request within six weeks of receipt of the request and provide information that we hold on you. We want to make sure your personal information is accurate and up to date. You may ask us to correct or remove information you think is inaccurate by emailing office@wynniatt-huseyltd.com or writing to Wynniatt-Husey Limited, The Old Coach House, Horse Fair, Rugeley, Staffordshire, WS15 2EL.

Objections to processing of personal data

It is your right to lodge an objection to the processing of your personal data if you feel it is not appropriate, please inform us in writing.

Data Portability

It is also your right to receive the personal data which you have given to us, in a structured, commonly used and machine-readable format and have the right to transmit that data to another controller without delay from the current controller if:

- (a) The processing is based on consent or on a contract, and
- (b) The processing is carried out by automated means.

Your Right to be Forgotten

Should you wish for us to completely delete all information that we hold about you:

- Email: office@wynniatt-huseyltd.com
- Write to: Wynniatt-Husey Limited, The Old Coach House, Horse Fair, Rugeley, Staffordshire, WS15 2EL.

This privacy policy only applies to this website so when you link to other websites you should read their own privacy policies.

Complaints

If you feel that your personal data has been processed in a way that does not meet the GDPR, you have a specific right to lodge a complaint with the relevant supervisory authority. The supervisory authority will then tell you of the process and outcome of your complaint. The supervisory authority in the UK is the Information Commissioner's Office.

Changes to our Privacy Policy

We keep our privacy policy under regular review and was updated on 23 May 2018 version 1 in accordance with GDPR guidelines.

Contact Details

Please contact us if you have any questions about our privacy policy or information we hold about you:

- By email: office@wynniatt-huseyltd.com
- Write to: Wynniatt-Husey Limited, The Old Coach House, Horse Fair, Rugeley, Staffordshire, WS15 2EL.

GLOSSARY OF TERMS

What is personal data?

Personal data relates to any information about a natural person that makes you identifiable, which may include (but is not limited to):

- Names and contact information i.e. emails and telephone numbers
- National Insurance Numbers
- Employment history
- Employee numbers
- Credit History
- Personal tax
- Payroll and accounting data

What is sensitive personal data?

Sensitive personal data refers to the above, but includes genetic data and biometric data e.g.:

- Racial or ethnic origin
- Medical conditions
- Religious or philosophical beliefs and political opinions
- Biometric data (e.g. photo in an electronic passport)
- Convictions

What is a Data Controller?

For general data protection regulation purposes, the “data controller” means the person or organisation who decides the purposes for which and the way in which any personal data is processed.

- The Data Controller is Wynniatt-Husey Limited, The Old Coach House, Horse Fair, Rugeley, Staffordshire, WS15 2EL.
- The Data Protection Officer is Alan Durose, Managing Director, who can be contacted at the above address or on alan@wynniatt-huseyLtd.com or by calling 01889 583211.

What is a Data Processor?

A “data processor” is a person or organisation which processed data for the controller.

What is Data Processing?

Data processing is any operation or set of operations performed upon personal data or sets of it, be it by automated systems or not. Examples of data processing explicitly listed in the text of the GDPR are: collection, recording, organising, structuring, storing, adapting, altering, retrieving, consulting, using, disclosing by transmission, disseminating or making available, aligning or combining, restricting, erasure or destruction.