

CONSULTING AT DAMERHAM LTD



DR CLIVE BEALEY and MRS SARAH BEALEY

Your personal information – EU General Data Protection Regulations (GDPR 2016) and UK Data Protection Act (DPA 2018)

EU-wide legislation (the General Data Protection Regulations (GDPR) passed in 2016) gave rise to new protection in law for personal information and came into effect on 25 May 2018. The subsequent update to the UK Data Protection Act 2018 means we have to comply with the legal requirements to tell you what personal information we collect and hold about you and why. We also need to make sure that you know your rights under GDPR and the Data Protection Act. Once you have read this Privacy Statement, please would you complete and sign the declaration at the bottom.

Our obligations arising from holding and processing Personal Data

So far as processing our own records, we are what is known as the data controller and if you need to contact us for further information or you have any questions, our contact details are:

Name/Identity: Dr Clive E. Bealey, PhD, MCIEEM

Contact Details:

Tel: 07747 437005

Email clivebealey@c-dltd.co.uk

Name/Identity: Mrs Elizabeth Sarah Bealey, MBA, CMC

Contact Details:

Tel: 07899 9035870

If we are working for clients and they require us as part of the contract to use their systems and any personal data that would then be shared, we will be acting as a data processor and will seek assurance that the client is allowed to use or share such data before we access it.

The Purpose of Gathering, Reviewing, Storing and Retaining Personal Data (Processing)

In order to give you professional advice, expertise and project management, we will need to process information about you and your business or project. We will only use this information for informing our work with you, engaging with relevant stakeholders and in compiling any associated reports,

Consulting at Damerham Ltd. Managing Director: Dr C. E. Bealey Company Secretary: Mrs E.S. Bealey
Reg. Office: 10 St Ann Street, Salisbury, Wiltshire. SP1 2DN Company No: 4713491 Website: www.c-dltd.co.uk
Office Line: 01725 518021 Mobile: Sarah Bealey 07899 035870 Email: sarahbealey@c-dltd.co.uk

recommendations or other outcomes that you require us to deliver or that we need to do to ensure good practice.

Lawful Basis for Holding and Using Personal Data

As Board Members of Consulting at Damerham Ltd and full members of our professional bodies (the Chartered Institute of Ecology and Environmental Management and the Civil Mediation Council), we abide by their respective Codes of Professional Conduct and other information governance guidance (as issued by the Information Commissioner's Office, ICO). The lawful basis under which we process your information is in the main for our legitimate interests i.e. our requirement to contact you, to know details about your business or its projects, any history and other key issues pertinent to the contract or work that you need us to do.

We do need to retain the information within secure storage systems, in order to review and provide best possible options to deliver the desired outcomes from our work with you and to give you advice. If we wish to use the information we hold for any other purpose, such as market research or invitations to participate in projects we might run ourselves, we will seek your consent before we use or share your data with others.

We abide by our individual professional codes of practice on record keeping and confidentiality as defined by law and update on guidance issued by our professional bodies.

What information do we hold and what we do with it

- Your contact details (name, contact address, telephone/mobile numbers, email)
- Commercial in confidence information that you deem important to tell us and which we feel may be relevant to your project or contract.
- Appointment diary (both paper and electronic)
- Meeting notes and other records as required.
- Information may be held electronically on password protected laptop, password protected mobile phone, paper records held in locked filing systems or desk
- Office records are processed securely and in locked accommodation that is separate from areas that are open to visitors.

We will contact you using the preferences you give to me in relation to:

- Appointments
- Information or worksheets relating to the project
- Reporting and other communication requirements.

We will NOT share your information with anyone else (other than within the project team of whom you will have the details, or as required by an external legal power or authority such as a court subpoena). If we are required to share information or feel it would be advisable, we will explain to you first why sharing is necessary and will seek your explicit consent to do so.

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How long do we keep your records

We will keep your information for 7 years following the delivery and sign off for the project or contract.

Your data will not be transferred outside the EU without your consent.

Protecting your Personal or Confidential Data

We are committed to ensuring that any personal or confidential data held by Consulting at Damerham Ltd about clients is secure and confidential. In order to prevent unauthorised access or disclosure, we have in place technical physical and managerial procedures and systems to safeguard and secure information that is collected from you and stored.

Your rights

GDPR gives you the following rights

1. The right to be informed (to know how your information will be held and used (which I do via this notice)
2. The right of access (to see your information, so you know what we hold about you and if necessary, you can then verify it)
3. The right to rectification (to tell us to make changes to your records if anything is incorrect or incomplete; note – you do not have the right to amend what we have written just because you do not like it, only if it is factually inaccurate or missing information)
4. The right to erasure (also called the right to be forgotten – for you to request that we erase any information we hold about you; again please note that if we feel that this would be detrimental to our own professional standing, we do not have to comply unless forced to do so by a court)
5. The right to restrict processing of personal data (you have the right to request limits on how we process your information)
6. The right to data portability (under certain circumstances you can request a copy of personal information we hold electronically so you can re-use it in other systems)
7. The right to object (to be able to tell us that you don't wish us to use part or all of your information or only to use it for certain purposes)
8. Rights in relation to automated decision-making and profiling (we do not currently do this in our practice but will warn you about others who provide services to us, such as our website and who do use analytical software in this way)
9. Right to lodge complaints or to contact the ICO (if you wish to challenge informally or formally any aspect of the way we hold your personal data or to seek independent adjudication of a complaint)

Full details of your rights can be found at <https://ico.org.uk>

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If you wish to exercise any of the above rights, please contact us using the details given above.

If you are dissatisfied with any aspect of the way we manage your personal information, you can complain to the ICO via the website: www.ico.org.uk

Consulting at Damerham's Rights

Please note:

If you do not agree to our keeping records of information about you and your organisation, or if you do not allow us to use the information in the way we need to for completion of the contract as specified, we may need to talk to you further if we feel we are unable as a result to continue to work with you or if there is a risk that your deliverables may be delayed.

We have to keep records for a certain period by law, which may mean that even if you ask us to erase them we may have to decline to do so until the period has passed.

We may move your record between my computers and IT systems over time and this will be done with all due care and attention to preserve the record and to keep it secure and confidential.

Privacy Notice last reviewed by ESB on 31/10/2019

CLIENT DECLARATION (to be signed by an authorised representative on behalf of the client)

I have seen this document and understand that Consulting at Damerham personnel and contractors will hold and use personal and confidential data, processing it in order to provide me and/or my organisation with appointments, support, expertise and advice in line with the statement above. I am authorised to sign this or have asked someone who has the correct level of authority and permission to do so on the organisation's behalf.

I have been given a copy of this document

Name:

Date:

Signature:

Position:

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