

Tate Consulting (UK) Limited GDPR Privacy Policy 2018

GDPR Privacy Notice

This privacy notice sets out how Tate Consulting (UK) Limited uses and protects personal information held.

Tate Consulting (UK) Limited (Tate Consulting) is committed to ensuring that your privacy is protected and any information will only be used in accordance with this privacy notice. Tate Consulting may change this policy from time to time.

The Data Protection Act (DPA), Privacy and Electronic Communications Regulations (PECR) and The General Data Protection Regulations (GDPR) which is EU wide and far more extensive, seek to protect and enhance the rights of data subjects. These rights cover the safeguarding of personal data, protection against the unlawful processing of personal data and the unrestricted movement of personal data within the EU. It should be noted that GDPR does not apply to information already in the public domain such as Companies House data.

The categories of information that we process include:

- personal information (such as name, email address, telephone number)
- contract information (as relevant to employees, customers and suppliers)

Why we collect and use information

We collect and use personal information:

- a) as part of the company's day to day business activities
- b) to comply with the company's legal responsibilities to statutory bodies

Under the GDPR, the legal basis / bases we rely on for processing personal information for general purposes are for:

1. Processing necessary for the performance of a contract with the data subject or to take steps to enter into a contract
2. Processing necessary for compliance with a legal obligation
3. Processing necessary for the purposes of legitimate interests pursued by the controller or a third party, except where such interests are overridden by the interests, rights or freedoms of the data subject.

Collecting personal information

We collect personal information primarily from information directly supplied to us by the individual and, in limited circumstances, from information publicly available.

Storing personal information

We hold data securely and no longer than is necessary for our business purposes and as may be required by statutory bodies.

Who we share information with

We only share information within the company and with third parties who provide services to the company (eg payroll services) unless permission has been given by the individual to share with other named third parties.

Requesting access to your personal data

Under data protection legislation, you have the right to request access to information about you that we hold. To make a request for your personal information, please email info@tateconsulting.eu.

You also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress
- prevent processing for the purpose of direct marketing
- object to decisions being taken by automated means
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- a right to seek redress, either through the Information Commissioner's Office, or through the courts

If you have a concern about the way we are collecting or using your personal data, we ask that you raise your concern with us in the first instance. Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>

Contact

If you would like to discuss anything in this privacy notice, please email info@tateconsulting.eu