

DATA PRIVACY NOTICE
Wellden Turnbull Limited

Definitions

“DPA” means the Data Protection Act and “GDPR” means General Data Protection Regulations

Wellden Turnbull Ltd, our successors and assigners (“we”, “our” and “us”) is the data controller. We decide how and for what purpose your data is processed.

“**Personal data**” is data that relates to a living individual who can be identified from that data, by the information alone or in conjunction with any other information in the data controller’s possession or likely to come into his possession.

What we will do

From 25 May 2018, we will process your personal data in accordance with the Data Protection Act 2018 (“DPA”) and GDPR.

This notice complies with requirements under both DPA 1998 and GDPR, mention of compliance with GDPR throughout infers compliance with DPA 1998 and DPA.

How do we process and use your personal data?

We comply with our obligations under the GDPR by keeping personal data up to date; by storing and/or destroying it securely; by not collecting or retaining excessive amounts of data; by protecting personal data from loss, misuse, unauthorised access and disclosure and by ensuring that appropriate technical measures are in place to protect personal data. We use your personal data:

- to enable us to carry out our contracted services;
- to manage our employees and clients;
- to maintain our accounts and records;
- to inform individuals of changes to law, services we offer or other marketing tasks; and
- to comply with our legal obligations.

We are entitled to process your personal data under the following circumstances:

- If you give your consent;
- Processing is necessary for the performance of a contract with the data subject or to take steps to enter into a contract;
- Processing is necessary for compliance with a legal obligation;
- Processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the data controller;
- Processing is necessary for the legitimate interests of the data controller or a third party, except where such interests are overridden by the interests, rights or freedoms of the data subject.

Sharing your personal data

Your personal data will be treated as strictly confidential, and will be shared only with our software suppliers for the purposes of troubleshooting, or regulators for the purposes of reviews to which we are subject. Data will also be shared if it is necessary in connection with any legal action.

How long do we keep your personal data?

We retain data for as long as we consider necessary to provide services to you, to defend ourselves against any claims and to satisfy our legal and regulatory obligations.

Your rights and your personal data

Unless subject to an exemption under the GDPR, you have the following rights for your personal data:

- The right to request a copy of your personal data which we hold about you;
- The right to request that we correct any personal data if it is found to be inaccurate or out of date;
- The right to request that your personal data is erased where it is no longer necessary for us to retain such data (although see above our comments on retention of data);
- The right to withdraw your consent to the processing at any time;
- The right where possible, to ask us to transmit that data directly to another data controller, (known as the right to data portability);
- The right, where there is a dispute in relation to the accuracy or processing of your personal data, to request a restriction is placed on further processing;
- The right to object to the processing of personal data, (where applicable), although this only applies where processing is based on legitimate interests (or the performance of a task in the public interest/exercise of official authority); direct marketing and processing for the purposes of scientific/historical research and statistics;

- The right to lodge a complaint with the Information Commissioners Office.

In practice, you would withdraw your consent to us using your data in the future by instructing us to cease to act for you.

Transfer of Data Abroad

Your data may, on occasion, be sent outside of the EU as part of database troubleshooting by our software partners. This data is protected by our software partner's procedures, details of which can be provided on request from info@wtca.co.uk or by calling 01932 868444.

Further processing

If we wish to use your personal data for a new purpose, not covered by this Data Protection Notice, then we will provide you with a new notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions. Where and whenever necessary, we will seek your prior consent to the new processing.

Our Legal obligations

If there is a legal demand for any of your information from us, we are required to provide the requested information and not obliged to inform you – your consent covers day to day data use and processing as required to provide services of which you have engaged us to perform.

Withdrawal of consent

You may withdraw your consent for us to process data at any time. To do so please contact the switchboard on 01932 868 444 or email info@wtca.co.uk. Please be aware that if you remove consent this will impact on our ability to deliver services to you. Removal or change of your marketing consent will have no impact on our ongoing engagements. We will stop using your personal data when you retract your consent – you cannot retract consent retrospectively.

Our responsibilities and Liabilities as data processor where we are contracted by a data controller

If we are engaged in processing data under a controller-and processor contract we will:

- only act upon written instructions of the controller in accordance with Article 29;
- not use a sub-processor without the prior written authorisation of the controller in accordance with Article 28.2;
- co-operate with supervisory authorities (such as the ICO) in accordance with Article 31;
- ensure the security of our processing in accordance with Article 32;
- keep records of our processing activities in accordance with Article 30.2; and
- notify any personal data breaches to the controller in accordance with Article 33.

Changes and updates to this notice

By consenting to the preceding notice, you are accepting that it will be updated in line with law, regulatory requirements and generally agreed industry practice. From time to time we will ask you to review and reconfirm your consent to the most current data protection policy. This document may be superseded with no notice, accordingly your consent to the replacement data policy will be assumed as accepted to allow us to offer an uninterrupted service. If you do not wish for us to assume consent to future data policies please let us know using the contact details above – this will mean on change of a data protection notice that we will stop processing your data until you update your consent with us.

Contact Details

To exercise all relevant rights, queries of complaints please in the first instance contact our main reception on 01932 868444 or e-mail info@wtca.co.uk

You can contact the Information Commissioners Office on 0303 123 1113 or via email <https://ico.org.uk/global/contact-us/email/> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire. SK9 5AF.