

Data Privacy Notice

In order to provide our services, we currently hold the following information with regards to individuals:

- Name and job titles
- Company names and addresses
- Contact phone numbers
- Email addresses
- Social media contact information (such as LinkedIn details)
- Details of any business transactions
- Bank details (where we contract with individuals)

We gather this data from various sources including incoming enquiries, on-going contracts, new clients or suppliers. The data we hold is minimised wherever necessary to only hold the data we need to conduct our business.

This data is processed on our systems, and periodically backed up onto a remote system.

Your information will only be used for legitimate business purposes and the basis for processing is defined as one of the following :

- Consent
- Fulfilment of a contract
- Legitimate business interests

We use your data for the following reasons :

- To fulfil a contract, such as paying an invoice, recording time spent or sending an invoice
- To send you useful information from time to time
- To let you know about our services

We will not transmit your information to other parties unless it is required to fulfil contracted works or if we are required to do so by law. All data disclosures will only be relevant to the particular requirements of the contract works or to the legal requirement. This information will be handled in accordance with the guidelines of the Data Protection Act 2018 and again will only be relevant to the requirements of providing our services.

We will never sell your information third parties.

We will hold the digital and physical files on record as required by the relevant contracts or law. These are stored on secure systems for as long as our legal obligations last, or if the data is held by reason of consent, until we are asked to remove that data.

Please inform us should you have any concern in relation to the above or if you wish to be deleted from our systems by email to info@principalityconsulting.com .

Should you have any queries or comments, please don't hesitate to contact us.

May 2018