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## Privacy Notice

### Introduction

Data protection legislation requires us to publish a 'privacy notice' which explains who we are, what we are going to do with your personal information and who it will be shared with. It also sets out how we collect, store, use and dispose of personal information<sup>1</sup>.

Peter Bates Associates Ltd will be the 'Controller' of the personal data you provide to us. We only collect basic data about you, such as contact information -your name, address, email and phone number.

### Why we need your data

We need to know your basic personal data so that we can keep you informed about the work we are doing for you and updates about our activities that may be of interest to you. We will not collect any personal data from you that we do not need in order to provide and oversee this service to you. This information is not shared with third purposes and you can unsubscribe at any time via phone or email.

### What we do with your data

All the personal data we process is processed by our staff in the UK. No third parties have access to your personal data unless the law allows them to do so. We have a Data Protection regime in place to oversee the effective and secure processing of your personal data.

### How long we keep your data

We are required under UK tax law to keep your basic personal data (name, address, contact details) for a minimum of 6 years after which time it will be destroyed. Your information we use for

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<sup>1</sup> See <https://ico.org.uk/for-organisations/guide-to-data-protection/privacy-notices-transparency-and-control/> Also <https://ico.org.uk/for-organisations/data-protection-reform/overview-of-the-gdpr/individuals-rights/the-right-to-be-informed/>

marketing purposes will be kept with us until you notify us that you no longer wish to receive this information.

## **What are your rights**

If at any point you believe the information we process on you is incorrect you can request to see this information and have it corrected or deleted. If you wish to raise a complaint on how we have handled your personal data, you can contact us to have the matter investigated. If you are not satisfied with our response or believe we are processing your personal data not in accordance with the law you can complain to the Information Commissioner's Office at <https://ico.org.uk/>.

Last reviewed and updated 20 April 2018