



Wingspan Consulting Ltd

Privacy Note

The type of personal information we collect

We keep and process personal information (eg names and contact details) for normal operational purposes. The information we hold and process will only be used for our management and administrative purposes. We'll keep and use it to enable us to run the business and manage our relationship with you effectively, lawfully and appropriately. This includes using information to comply with legal requirements, to pursue the legitimate interests of Wingspan Consulting Ltd and protect our legal position in the event of legal proceedings. If you do not provide this data, we may not be able, in some circumstances, to comply with our obligations or deliver services to you, and we'll tell you about the implications of that decision.

We may sometimes need to process your data to pursue our legitimate business interests. The nature of our legitimate interests is to provide you with information about, and access to, services we provide, and to carry out any business we have with you.

Most of the information we hold will have been provided by you, but some of it may have come from other external sources. For example, your details may have been provided to us by one of our clients as you are involved in a project on which we are working. You have the right to view that data at any time, and we will only process it in relation to the project on which we are currently working.

Where we process special categories of information relating to your racial or ethnic origin, political opinions, religious and philosophical beliefs, trade union membership, biometric data or sexual orientation, we'll always obtain your explicit consent to that unless this is not required by law or the information is required to protect your health in an emergency. Where we're processing data based on your consent, you have the right to withdraw that consent at any time.

We'll only ever disclose information about you to third parties if we're legally obliged to do so, or where we need to comply with our contractual duties to you.

If, in the future, we intend to process your personal data for a purpose other than that which it was collected for, we'll provide you with information about that, and ask for your permission.

Wingspan Consulting Ltd

39 Wordsworth St, Keswick, Cumbria, CA12 4BZ

www.wingspan-consulting.co.uk

Company Number: 5778211

How we store your personal information

Your information is securely stored on our password protected computers and other devices, and in our password protected and encrypted cloud-based storage area in Dropbox.

We keep personal information for up to two years after the end of a project (because clients sometimes consult us about the work we did for them after the work has been completed). We then dispose of personal information by deleting it from all devices and also from our cloud-based storage area in Dropbox.

Your Rights

Under the General Data Protection Regulation (GDPR) and The Data Protection Act 2018 (DPA) you have a number of rights with regard to your personal data:

You have the right to request from us access to and rectification or erasure of your personal data, the right to restrict processing, object to processing as well as in certain circumstances the right to data portability.

If you have provided consent for the processing of your data you have the right (in certain circumstances) to withdraw that consent at any time which will not affect the lawfulness of the processing before your consent was withdrawn. You have the right to lodge a complaint to the Information Commissioners' Office if you believe that we have not complied with the requirements of the GDPR or DPA 18 with regard to your personal data.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact us at if you wish to make a request. (See below for contact details.)

How to complain

If you have any concerns about our use of your personal information, you can make a complaint to us. (See below for contact details.)

You can also complain to the Information Commissioner's Office if you are unhappy with how we have used your data:

Information Commissioner's Office

Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Helpline number: 0303 123 1113

ICO website: <https://www.ico.org.uk>

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Our contact details

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