

GENERAL DATA PROTECTION REGULATION

DATA PRIVACY NOTICE

The following information is published in accordance with the requirements of the General Data Protection Regulation (“GDPR”) which comes into force 25th May 2018

Braywood Ltd (“we”, “our” and “us”) is the data controller. We decide how and why 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 our possession or likely to come into our possession.

We will comply with the obligations under GDPR by keeping personal data up to date, collecting & retaining only data that is necessary, storing and destroying it securely, protecting it from loss, misuse, unauthorised disclosure or access.

Your data

We will use your personal data to:

- Carry out the services instructed by our clients
- Comply with our legal duties
- Maintain our accounting records
- Manage our staff and clients
- Notify individuals of legal changes, services offered or other marketing

We will process your personal data if:

- You give us consent
- Necessary to carry out our contracted services
- Required by our legal obligations
- Necessary for our reasonable and legitimate interests

We will not share your personal data unless:

- Required to as part of a legal or regulatory requirement
- Necessary with our software suppliers for the purposes of troubleshooting
- Instructed to do so by you

Retention of your data

We will retain your personal data for as long as we consider necessary to

- help you comply with legal requirements for retention of tax records
- defend ourselves against claims
- satisfy our legal & regulatory duties

Your rights

Unless subject to an exemption under GDPR, you have the following rights to:

- request a copy of the personal data we hold (A Subject Access Request)
- request that we correct any errors in your personal data
- request that out of date data be amended or deleted

- withdraw consent to data processing at any time
- request us to transfer that data directly to another data controller (the right to data portability)
- request a restriction be placed on further processing
- object to processing of personal data
- submit a complaint to the Information Commissioner

Withdrawal of consent

You may withdraw your consent at any time by emailing info@braywood.net or by calling 01932 336690 and this will take effect from the date of your notification. Be aware that withdrawal of consent will affect our ability to provide services to you.

Complaints

The Information Commissioner's contact details are available on their website www.ico.org.uk