

# Privacy Statement

Berkshire Consultancy Limited (“BCL”, “we”, “us”, or “our”) is strongly committed to protecting personal data. This privacy statement describes why and how we collect and use personal data and provides information about individuals' rights. It applies to personal data provided to us by employees.

Personal data is any information relating to an identified or identifiable living person. BCL processes personal data for numerous purposes, and the means of collection, lawful basis of processing, use, disclosure, and retention periods for each purpose may differ.

When collecting and using personal data, our policy is to be transparent about why and how we process personal data. To find out more about our specific processing activities, please go to the relevant sections of this statement.

## **Security**

We take the security of all the data we hold very seriously. We adhere to internationally recognised security standards and The Information Commissioner's Office. We have procedures in place covering data protection, confidentiality and security and regularly review the appropriateness of the measures we have in place to keep the data we hold secure.

## **When and how we share personal data and locations of processing**

We will only share personal data with others when we are legally permitted to do so. When we share data with others, we have mechanisms in place to protect the data and to comply with our data protection, confidentiality and security standards.

BCL does not transfer personal data outside the UK. Personal data held by us may be transferred to:

- **Third party organisations that provide applications/functionality, data processing or IT services to us:** We use third parties to support us in providing our services and to help provide, run and manage our internal IT systems.
- **Auditors and other professional advisers**
- **Law enforcement or other government and regulatory agencies as required by, and in accordance with, applicable law or regulation**

## **Changes to this privacy statement**

We recognise that transparency is an ongoing responsibility, so we will keep this privacy statement under regular review.

## **Data controller and contact information**

The data controller is Berkshire Consultancy Limited (a private limited company registered in England under registration 1958899 and with its registration address at The Coach House, Woods Farm, Easthampstead Road, Wokingham, Berkshire RG40 3AE) and its parent company Berkshire Consultancy Holdings Ltd (a private limited company registered in England under registration 07831551 and with its registration address at The Shires, Woods Farm, Easthampstead Road, Wokingham, Berkshire RG40 3AE).

If you have any questions about this privacy statement or how and why we process personal data, please contact us at: Berkshire Consultancy Ltd, The Coach House, Woods Farm, Easthampstead Road, Wokingham, Berkshire RG40 3AE or email: [sue.dewe@berkshire.co.uk](mailto:sue.dewe@berkshire.co.uk) or phone: 0118 979 8043

### **Individuals' rights and how to exercise them**

Individuals have certain rights over their personal data and we are responsible for fulfilling these rights. Where we decide how and why personal data is processed, we are a data controller and include further information about the rights that individuals have and how to exercise them below.

#### **Access to personal data**

You have a right of access to personal data held by us. This right may be exercised by emailing us at [sue.dewe@berkshire.co.uk](mailto:sue.dewe@berkshire.co.uk). We will aim to respond to any requests for information promptly.

#### **Amendment of personal data**

To update personal data submitted to us, you may email us at [sue.dewe@berkshire.co.uk](mailto:sue.dewe@berkshire.co.uk). When we are informed that any personal data processed by us is no longer accurate, we will make corrections based on your updated information.

#### **Withdrawal of consent**

Where we process personal data based on consent, individuals have a right to withdraw consent at any time.

#### **Other data subject rights**

This privacy statement is intended to provide information about what personal data we collect about you and how it is used. As well as rights of access and amendment referred to above, individuals may have other rights in relation to the personal data we hold, such as a right to erasure/deletion, to restrict or object to our processing of personal data and the right to data portability. If you wish to exercise any of these rights, please send an email to [sue.dewe@berkshire.co.uk](mailto:sue.dewe@berkshire.co.uk).

#### **Complaints**

We hope that you won't ever need to, but if you do want to complain about our use of personal data, please send an email with the details of your complaint to [sue.dewe@berkshire.co.uk](mailto:sue.dewe@berkshire.co.uk). We will look into and respond to any complaints we receive.

You also have the right to lodge a complaint with the Information Commissioner's Office ("ICO") (the UK data protection regulator). For further information on your rights and how to complain to the ICO, please refer to the ICO website.

## **Partners & Staff**

We collect personal data concerning our own personnel as part of the administration, management and promotion of our business activities.