



**UKIT Consultants Ltd**  
71-75 Shelton Street – Covent Garden  
London  
WC2H 9JQ

**T:** +44 (0)7413 090933  
**Email:** info@ukitconsultants.com

## PRIVACY NOTICE

### Purpose of this notice

This notice describes how we collect and use personal data about you, in accordance with the General Data Protection Regulation (GDPR), the Data Protection Act 2018 and any other national implementing laws, regulations and secondary legislation, as amended or updated from time to time, in the UK ('Data Protection Legislation').

Please read the following carefully to understand our practices regarding your personal data and how we will treat it.

### About us

For the purposes of the General Data Protection Regulation (GDPR) and UK data protection laws, UKIT Consultants Ltd is registered with ICO as a data controller, registration reference ZA290455.

Should you wish to contact us in relation to this privacy notice or our treatment of your personal data please email us at info@ukitconsultants.com.

### How we collect your information

We obtain personal data about you, for example, when:

- you request a quotation from us in respect of the services we provide;
- you OR your employer engages us to provide our services and also during the provision of those services;
- you contact us by email, telephone, post;
- from third parties and/or publicly available resources (for example, from DIT).

### About cookies

A cookie is a small text file that is downloaded on to your computer's hard disk when you access certain websites. Cookies allow the website to recognise your computer. A cookie can identify the pages that are being viewed and this can assist us to identify the pages that the visitor sees.

These cookies don't collect information that identifies visitors. All information these cookies collect is aggregated and therefore anonymous. It is only used to improve how our website works.

Cookies are used on this website for the following third-party services: Google Analytics.

By continuing to use this website without adjusting your browser's cookie settings, you agree that we can place these cookies on your device.

### How to disable/enable cookies

You have the ability to accept or decline cookies by modifying the settings in your browser. For example, in Internet Explorer, you can go to Tools and Internet Options, where there is the option to change your settings to disable cookies. However, you may not be able to use all the interactive features of our site if the cookies are disabled.

You also have the ability to delete cookies that have been installed in the cookie folder of your browser and should search for "cookies" in your "Help" function for information on where to find your cookie folder.

Unless you have adjusted your browser settings so that it will refuse cookies, our site will issue cookies when you log on to our site. To prevent Google Analytics cookies being set, you may install the Google Analytics Opt-Out Browser Add-On by clicking on this link – <http://tools.google.com/dlpage/gaoptout> and following the instructions.

### Links to other sites

This Policy only covers this website. If you follow a link from this Site to another website, you must refer to and read the privacy statement on that other website which you visit. If you follow a link to any other websites, please note that these websites have their

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own privacy policies and that we do not accept any responsibility or liability for these policies. Please check these policies before you submit any personal data to these websites.

#### **The types of information we hold about you**

- your personal details, including email addresses, telephone numbers and postal addresses;
- identification information including name, passport, driving licence, nationality, place and date of birth, gender;
- financial information, including bank account details;
- details of contact we have had with you in relation to the provision or the proposed provision of our services;
- Our correspondence and communications with you;
- Information about any complaints and enquiries you make to us;
- Information we receive from other sources relevant to the services we carry out on your behalf.

#### **How we use your personal data**

- We may process your personal data for purposes necessary for the performance of our contract with you and to comply with our legal obligations.
- We may process your personal data for the purposes of our own legitimate interests provided that those interests do not override any of your own interests, rights and freedoms which require the protection of personal data. This includes processing for marketing, business development, statistical and management purposes.
- We may process your personal data for certain additional purposes with your consent, and in these limited circumstances where your consent is required for the processing of your personal data then you have the right to withdraw your consent to processing for such specific purposes.
- Please note that we may process your personal data for more than one lawful basis depending on the specific purpose for which we are using your data.

#### **Situations in which we will use your personal data**

We may use your personal data in order to:

- carry out our obligations arising from any agreements entered into between you and us (which will most usually be for the provision of our services);
- provide you with information related to our services and our events and activities that you request from us or which we feel may interest you, provided you have consented to be contacted for such purposes;
- seek your thoughts and opinions on the services we provide;
- notify you about any changes to our services;

#### **How long your information is kept**

- During the course of our services we will collect information from you and others acting on your behalf and will return any original documents to you following the completion of our work. You should retain these records for at least seven years from the end of the accounting year to which they relate.
- Whilst certain documents may legally belong to you, we intend to destroy correspondence and other papers that we store which are more than seven years old. However, we may keep documents which we consider to be of continuing significance. If you require retention of any document, you must notify us in that fact in writing.

#### **Sharing your information with others**

We will share your personal data with third parties where we are required by law, where it is necessary to administer the relationship between us or where we have another legitimate interest in doing so.

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We will not sell or otherwise give away your private information to any third party.

**Transferring personal data outside personal data outside the European Economic Area (EEA)**

We will not transfer the personal data we collect about you outside of the EEA.

**DATA SECURITY**

We have put in place commercially reasonable and appropriate security measures to prevent your personal data from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. In addition, we limit access to your personal data to our employees, sub-contractors and other third parties who have a legal right to such data. They will only process your personal data on our instructions and they are subject to a duty of confidentiality.

We have put in place procedures to deal with any suspected data security breach and will notify you and any applicable regulator of a suspected breach where we are legally required to do so.

**Your rights of access, correction, erasure and restriction**

Your duty to inform us of changes

It is important that the personal data we hold about you is accurate and current. Should your personal information change, please notify us of any changes of which we need to be made aware by contacting us, using the contact details below or your usual contact.

Your rights in connection with personal data

Under certain circumstances, by law you have the right to:

- Request access to your personal data. This enables you to receive details of the personal data we hold about you and to check that we are processing it lawfully
- Request correction of the personal data that we hold about you
- Request erasure of your personal data. This enables you to ask us to delete or remove personal data where there is no good reason for us continuing to process it. You also have the right to ask us to delete or remove your personal data where you have exercised your right to object to processing (see below)
- Object to processing of your personal data where we are relying on a legitimate interest (or those of a third party) and there is something about your particular situation which makes you want to object to processing on this basis. You also have the right to object where we are processing your personal information for direct marketing purposes
- Request the restriction of processing of your personal data. This enables you to ask us to suspend the processing of personal data about you, for example if you want us to establish its accuracy or the reason for processing it
- Request the transfer of your personal data to you or another data controller if the processing is based on consent, carried out by automated means and this is technically feasible
- If you want to exercise any of the above rights, please email our data protection point of contact at info@ukitconsultants.com
- You will not have to pay a fee to access your personal data (or to exercise any of the other rights). However, we may charge a reasonable fee if your request for access is clearly unfounded or excessive. Alternatively, we may refuse to comply with the request in such circumstances
- We may need to request specific information from you to help us confirm your identity and ensure your right to access the information (or to exercise any of your other rights). This is another appropriate security measure to ensure that personal information is not disclosed to any person who has no right to receive it

**Changes to this notice**

Any changes we may make to our privacy notice in the future will be updated our website at <https://www.ukitconsultants.com/>

This privacy notice was last updated on 25/05/2018

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### Contact us

If you have any queries about this privacy policy or how we process your personal data, or if you wish to exercise any of your legal rights, you may contact: Mrs Daniela Morgan at [info@ukitconsultants.com](mailto:info@ukitconsultants.com)

You also have the right to make a complaint to the Information Commissioner's Office (ICO), the UK supervisory authority for data protection issues, at any time. The ICO's contact details are as follows:

Information Commissioner's Office

Wycliffe House

Water Lane

Wilmslow

Cheshire

SK9 5AF

Telephone: 0303 123 1113 (local rate) or 01625 545 745

Website: <https://ico.org.uk/concerns/>

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