



CS Secretarial Services Privacy Notice

My contact details

Name: Christine Scally-Morris

Phone Number: 07973 301911

E-mail: christine@cssecretarial.co.uk

I am registered with the Information Commissioner's Office ZA804800

What type of information we hold

I currently collect, process and store the following information:

- Name
- Contact details
- Mailing address

How we get the information and why we have it

Most of the personal information I process is provided to me directly by you for one of the following reasons:

- Carry out my obligations arising from any contracts entered into between you and me
- Notify you about changes to my service
- Ensure that content from my site is presented in the most effective manner
- To administer my business and support those who work with me
- To comply with legal or regulatory requirements

Under the General Data Protection Regulation (GDPR), the lawful bases I rely on for processing this information are:

- a. Your consent. You are able to remove your consent at any time by contacting christine@cssecretarial.co.uk
- b. We have a contractual obligation.
- c. We have a legitimate interest.

What we do with the information we have

I use the information that you have given me in order to:

- Enable your use of any services that I may provide through my website
- Supply you with my products and services
- Send invoices and payment reminders to you
- Deal with enquiries and complaints
- Comply with my legal and regulatory obligations

I do not share information with any third-party unless at the request by the Police or any other statutory authority or regulator who has a reasonable need for this information to effectively conduct their business e.g. criminal investigations.



How we store your information

Your information is securely stored using Dropbox.

I will only keep information about you during the term of our contract and following termination, 12 months.

At the end of our retention period, I will securely destroy your information.

Your data protection rights

Under data protection law, you have rights including:

- **Your right of access** - You have the right to ask me for copies of your personal information.
- **Your right to rectification** - You have the right to ask me to rectify information you think is inaccurate. You also have the right to ask me to complete information you think is incomplete.
- **Your right to erasure** - You have the right to ask me to erase your personal information in certain circumstances.
- **Your right to restriction of processing** - You have the right to ask me to restrict the processing of your information in certain circumstances.
- **Your right to object to processing** - You have the the right to object to the processing of your personal **data** in certain circumstances.
- **Your right to data portability** - You have the right to ask that I transfer the information you gave me to another organisation, or to you, in certain circumstances.

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

Please contact me at christine@cssecretarial.co.uk if you wish to make a request.

How to complain

You can also complain to the ICO if you are unhappy with how I have used your data.

The ICO's address: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF

Helpline number: 0303 123 1113

Date: September 2021

FREE your time and space and SAVE money with my one-stop service
My mission is to become your most versatile support service
NO Agency Fees – NO Holiday Pay – NO Sickness Pay

Christine Scally Designs & Solutions Limited (trading as CS Secretarial Services)
Company Number: 6886631 – Established on 1st May 2009

