

## **The A Team Projects CIC – Privacy Notice.**

### **Personal information and what we do with it**

#### **Introduction.**

The UK General Data Protection Regulation (UK GDPR) is the retained EU law version of the Regulation which sought to harmonise data protection laws in the EU and introduce greater control over the use of personal information. The UK GDPR will apply from January 2021 following the UK's withdrawal from the EU and the end of the transition period following which EU law ceased to apply directly.

The A Team Projects CIC takes the protection of your privacy very seriously. We will only use your personal information to deliver the services you have requested from us, and to meet our legal responsibilities.

#### **What type of information do we collect from you? How is this used and our legal basis for processing this data.**

The personal information we collect from you will vary depending on which services you engage us to deliver. The personal information we collect may include your name, address, telephone number, and email address.

The personal data we collect will be used for the following purposes:

- Contact you by post, email or telephone.
- Maintain our records in accordance with applicable legal and regulatory obligations.
- Verify your identity where this is required.
- Our legal basis for processing personal data:

By consenting to this privacy notice you are giving us permission to process your personal data specifically for the purposes identified. Where we are asking you for sensitive personal data, we will always tell you why and how the information will be used.

You may withdraw consent at any time by contacting A Team Projects CIC using the 'Contact information' noted below.

#### **Who has access to your information?**

We will not sell or rent your information to third parties.

We will not share your information with third parties for marketing purposes.

Any staff with access to your information have a duty of confidentiality under the ethical standards that the A Team Projects CIC is required to follow.

#### **Disclosure.**

We will not pass on your personal data to third parties without first obtaining your consent or unless we are required to do so by law, for example, by a court order or for the purposes of prevention and detection of crime, fraud or corruption.

We may pass your information to our third-party service providers and agents for the purposes of completing tasks and providing services to you on our behalf. However, when we use third party service providers, we disclose only the personal information that is necessary to deliver the service and we have a contract in place that requires them to keep the information secure and not to use it for their own purposes.

#### **How can you access and update your information?**

Keeping your information up to date and accurate is important to us. We commit to regularly review and correct where necessary, the information that we hold about you.

You have the right to ask for a copy of the information A Team Projects CIC holds about you.

### Security precautions in place for the loss, misuse or alteration of your information.

Whilst we strive to protect your personal information, we cannot guarantee the security of any information you transmit to us, and you do so at your own risk.

Once we receive your information, we make our best effort to ensure its security on our systems. We store data via third party applications including Microsoft and Google products.

Your data will always be processed in our office in the UK.

### Retention period.

We are required by legislation, other regulatory requirements and our insurers to retain our data where we have ceased to act for you. To ensure compliance with all such requirements it is our policy to retain data for a period of up to six years from the end of the period concerned. If for any legal reason your data is required to be held past this time, you will be informed of the extension.

### Your rights as a data subject.

At any point while we are in possession of or processing your personal data you, the data subject, have the following rights:

- Right of access – you have the right to request a copy of the information that we hold about you.
- Right of rectification – you have the right to correct data that we hold about you that is inaccurate or incomplete.
- Right to be forgotten – in certain circumstances you can ask for the data we hold about you to be erased from our records.
- Right to restriction of processing – where certain conditions apply to have a right to restrict the processing.
- Right of portability – you have the right to have the data we hold about you transferred to another organisation.
- Right to object – you have the right to object to certain types of processing such as direct marketing.
- Right to object to automated processing, including profiling – you also have the right to be subject to the legal effects of automated processing or profiling.
- Right to judicial review: if A Team Projects CIC refuses your request under rights of access, we will provide you with a reason as to why. You have the right to complain as outlined in the Complaints section below.

### Complaints.

In the event that you wish to make a complaint about how your personal data is being processed by A Team Projects CIC, or how your complaint has been handled, you have the right to lodge a complaint directly with the supervisory authority and A Team Projects CIC data protection representatives Data Protection Officer.

The details for each of these contacts are:

	<b>Supervisory authority contact details</b>	<b>Data Protection Officer (DPO) contact details</b>
<b>Contact Name:</b>	Information Commissioners Office	<b>Matthias Lionel</b>
<b>Address line 1:</b>	Wycliffe House	Clarendon Centre
<b>Address line 2:</b>	Water Lane	Clarendon Road
<b>Address line 3:</b>	Wilmslow	London
<b>Address line 4:</b>	Cheshire	N8 0DJ
<b>Address line 5:</b>	SK9 5AF	

<b>Email:</b>	<a href="mailto:casework@ico.org.uk">casework@ico.org.uk</a>	<a href="mailto:Theateamproject@hotmail.co.uk">Theateamproject@hotmail.co.uk</a>
<b>Telephone:</b>	0303 123 1113 (local rate) or 01625 545 745	07817 164731

### **Changes to our privacy notice.**

We keep this privacy notice under regular review. Paper copies of the privacy notice may also be obtained from A Team Projects CIC, Clarendon Centre, Clarendon Road, London, N8 0DJ.

This privacy notice was last updated on 31 August 2021.

### **Contact Information**

A Team Projects CIC, Clarendon Centre, Clarendon Road, London N8 0DJ.

Telephone: 07817 164731

Email: [theateamproject@hotmail.co.uk](mailto:theateamproject@hotmail.co.uk)