



## PRIVACY NOTICE

The Yorkshire Wordwright often work with clients on a continuing basis. We also meet potential clients who will expect us to contact them in the future. To do this, we need to hold information on individuals. The Yorkshire Wordwright is committed to:

- using data lawfully
- using data only in a fair and reasonable way
- protecting the personal information of all the above groups and
- being transparent about what information we hold about each person with whom we work.

We will always respond promptly to requests to access, correct or erase data. (See below).

This privacy notice is intended for our clients and potential clients. It reassures you of our intentions and practices and explains how they are legal, reasonable and responsible. It explains what information The Yorkshire Wordwright will collect and how we will use and store it. If it prompts or leaves any questions or concerns, please contact us as set out below.

Richard Hughes, partner in The Yorkshire Wordwright, is the 'data controller' for the purposes of data protection law.

### Why The Yorkshire Wordwright holds data

The Yorkshire Wordwright will hold personal information on one of three bases:

1. **Contractual.** When we enter into contracts with our clients, we will hold the minimum information we need to meet our obligations under the contracts.
2. **Legitimate interest.** Where we have agreed with individuals to provide a service, then we will hold the minimum information we need to do that. We will also hold contact information on those who have indicated by their actions that they wish to find out more about our services.
3. **Consent.** Occasionally, we visit public events. At these, we may collect the email addresses of individuals interested in our services.

These are three of the six 'lawful bases' to hold personal information under Article 6 of the EU General Data Protection Regulations

## **The personal data we hold**

We will keep the following information on our clients:

- The personal email and/or telephone number of anybody we will need to contact for the purposes of: providing more information on our services as requested; discharging our contract; providing agreed services and being paid so to do.
- For one further calendar year, the emails of individuals that have expressed an interest in, or purchased, our services. This is to permit contact as expected.

## **Use and central storage of data**

Personal information will not be used for any purpose other than that outlined above and will not be shared with any other party, save as above, or for requests by law enforcement and child protection agencies and authorities and only then in accord with the provisions of the law.

If The Yorkshire Wordwright stores data centrally, it will do so securely. We will not hold paper files. All electronic data will be password protected and available only to the partners.

We will only retain personal information without further consent for one year after a contract has been discharged or for one year after the last positive contact from potential clients.

## **Photography and image recording**

We will need, from time to time, to take photographs or images for publications. Where we do this in a private context, we will ensure that we have been given permission. We will store the images on the same basis as the other data, as outlined above.

## **Rights regarding personal information**

Individuals have rights regarding the data that The Yorkshire Wordwright holds on them.

### **1. The right of access**

Individuals have a legal right to make a subject access request (SAR) to gain access to personal information that The Yorkshire Wordwright holds about them.

If you make a SAR, and if The Yorkshire Wordwright does hold information about the individual, we will:

- provide a description of the data held
- explain why The Yorkshire Wordwright is holding and processing it, and how long it will be retained
- demonstrate where The Yorkshire Wordwright obtained it
- detail who it has been, or will be, shared with
- confirm whether any automated decision-making is being applied to the data, and any consequences of this (The Yorkshire Wordwright has no current plans to do this)
- provide a copy of this information above in a clear and intelligible form

In certain circumstances, individuals also have the right for their personal information to be transmitted electronically to another organisation.

If you would like to make a SAR please write to The Yorkshire Wordwright at the address below.

2. The rights to rectification, object and restriction of processing

There is a right, in certain circumstances, for individuals to have inaccurate personal data corrected or completed if it is incomplete. They can also object to the use of personal data if it would cause, or is causing, damage or distress and can ask for the use of the data to be restricted.

An individual can make a request for rectification verbally or in writing. Again, if you would like to do so, please contact The Yorkshire Wordwright as below.

3. The right to compensation

If The Yorkshire Wordwright were to breach data protection regulations and an individual suffered as result, s/he would be able to seek damages.

4. The right to transfer data (data portability)

The only personal information that is held by The Yorkshire Wordwright is telephone numbers and email addresses, thus this right is not likely to be relevant. Nevertheless, if you think it may be, please contact us. We will be happy to help.

5. The right to erasure

The Yorkshire Wordwright is clear that we will destroy and/or delete all data we are no longer using; we also recognise that individuals have, in many circumstances, the right for their data to be erased. We will always respond to such requests.

### **Complaints and further information**

The Yorkshire Wordwright takes any complaints about the collection and use of personal information very seriously. If you think that the collection or use of personal information is unfair, misleading or inappropriate, or have any other concern about data processing, please contact us immediately. Please also contact us if you have any questions about any aspect of this privacy policy.

The Yorkshire Wordwright:

- Email : [hello@theyorkshirewordwright.co.uk](mailto:hello@theyorkshirewordwright.co.uk)
- Phone: 07885219520
- Write: 5 West Chevin Road, Otley, LS21 3LA

You also have the right to contact the Information Commissioner's Office:

- Web: <https://ico.org.uk/concerns/>
- Phone: 0303 123 1113
- Write: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5A