

PPS Privacy Policy (Updated March 2024)

Our contact details

Name: PPS Data Protection
Phone Number: 07804 641092
E-mail: pps.dataprotection@gmail.com

The type of personal information we collect

We collect and process the following information:

- Personal identifiers:
(name, contact details and business name)
- Details related to your business:
(nature of your business, the way you conduct business and process personal data)

How we get the personal information and why we have it:

The personal information we process is provided to us directly by you for us to conduct an assessment of your Data Protection practices, and provide subsequent advice on your data processing activities.

We do not share this information with any other individuals or organisations. (We may share information if a situation arises where there is a legitimate interest, a vital interest, or we have a legal obligation. This could be for example to share information with the police or other emergency services.)

Under the UK General Data Protection Regulation (UK GDPR), the lawful bases we rely on for processing this information is: **Your consent. You are able to remove your consent at any time.** You can do this by contacting us via the details at the beginning of this notice.

How we store your personal information

Your information is securely stored. We keep all of the personal data you supply to us for 14 months from the date of your submission. After that we will dispose of your information by deleting and purging. We do not keep paper copies of anything.

Your data protection rights

Under data protection law, you have rights including:

- **Your right of access** - You have the right to ask us for copies of your personal information.
- **Your right to rectification** - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.
- **Your right to erasure** - You have the right to ask us to erase your personal information in certain circumstances.
- **Your right to restriction of processing** - You have the right to ask us to restrict the processing of your personal information in certain circumstances.
- **Your right to object to processing** - You have the right to object to the processing of your personal information in certain circumstances.
- **Your right to data portability** - You have the right to ask that we transfer the personal information you gave us 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, we have one month to respond to you. Please contact us via the details at the beginning of this notice if you wish to make a request.

Complaints

If you have any concerns about our use of your personal information, you can make a complaint to us via the details at the beginning of this notice.

You can also complain to the ICO if you are unhappy with how we 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

ICO website: <https://www.ico.org.uk>