

BOARDROOM MATTERS LIMITED

LEGAL SERVICES

UK GDPR PRIVACY POLICY

Introduction

This document refers to personal data, this is defined as information concerning any living person (a natural person who hereafter will be called the Data Subject) that is not already in the public domain.

The Data Protection Act (DPA 2018), Privacy and Electronic Communications Regulations (PECR) and The UK General Data Protection Regulation (UK GDPR) which is for the UK but applicable worldwide and far more extensive, seek to protect and enhance the rights of data subjects anywhere in the world. These rights cover the safeguarding of personal data and protection against the unlawful processing of personal data. It should be noted that UK GDPR does not apply to information already in the public domain such as Companies House.

Boardroom Matters Ltd (BRM) is pleased to provide the following information:

Who we are

BRM is an international data protection and legal consultancy company.

Personal Data

BRM uses the information collected from you to provide quotations, make telephone contact and to email you information which the consultancy believes may be of interest to you and your business. In you making initial contact you consent to BRM maintaining a marketing dialogue with you until you either opt out (which you can do at any stage) or we decide to desist in promoting our services. BRM also sometimes acts on behalf of its clients in the capacity of data processor. When working exclusively as a data processor, BRM will be acting on the instruction of its client, and will work hard to ensure that the client is fully UK GDPR compliant.

Some personal data may be collected about you from the forms and surveys you complete, from records of our correspondence and phone calls, including but not limited to personally identifying information like Internet Protocol (IP) addresses. BRM may from time to time use such information to identify its visitors. BRM may collect statistics about the behaviour of visitors to its website.

BRM's website uses cookies, which is a string of information that a website stores on a visitor's computer, and that the visitor's browser provides to the website each time the visitor returns. Please see our separate cookies policy.

Any information BRM holds about you and your business encompasses all the details we hold about you and any sales transactions including any third-party information we have obtained about you from public sources and our own suppliers such as credit reference agencies.

BRM will only collect the information needed so that it can provide you with data protection and legal services, the consultancy does not sell or broker your data.

Legal basis for processing any personal data

To meet BRM's contractual obligations to clients and to also respond to enquiries.

Legitimate interests pursued by BRM

To promote the data protection and other legal services offered by BRM to existing clients and potential clients.

Objecting

Through reading this Privacy Policy you are acknowledging how BRM processes your personal data for the purposes outlined. You can object at any time by emailing legal@boardroommatters.co.uk or by phoning +44 (0) 203 733 6443 or writing to us, see last section for full contact details. Where explicit consent is needed for special categories of personal data, BRM will obtain your documented consent in advance of processing.

Disclosure

BRM may on occasion pass your Personal Information to third parties exclusively to process work on its behalf. BRM requires these parties to agree to process this information based on our instructions via a data processing agreement and requirements consistent with this Privacy Policy and UK GDPR. BRM does not broker or pass on information gained without your consent. However, BRM may disclose your Personal Information to meet legal obligations, regulations or valid governmental requests. The business may also enforce its Terms and Conditions, including investigating potential violations of its Terms and Conditions to detect, prevent or mitigate fraud or security or technical issues; or to protect against imminent harm to the rights, property or safety of BRM, its clients and/or the wider community.

Retention Policy

BRM will process personal data during the duration of any contract and will continue to store only the personal data needed for six years after the contract has expired to meet any legal obligations. After six years any personal data not needed will be deleted.

Boardroom Matters Limited, 71-75 Shelton Street, London, WC2H 9JQ

legal@boardroommatters.co.uk

0203 733 6443

Directors: Philip D Allott, LLB (Hons), CEBA, GDPR P, FCMI & Sandra M Allott • Registration Number: 10867420

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Data storage

Data is held in the United Kingdom using different (multiple) servers. Some data is backed up to the Netherlands. BRM does not store personal data outside the EEA.

Your rights as a data subject

At any point whilst BRM is in possession of or processing your personal data, all data subjects have the following rights:

- Right to information – you can ask for information about what data is being processed and the rationale for such processing.
- Right of access – you have the right to request a copy of the information that we hold about you.
- Right of rectification – you have a 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 you 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 not to be subject to the legal effects of automated processing or profiling.

In the event that BRM refuses your request under rights of access, we will provide you with a reason as to why, which you have the right to legally challenge.

BRM at your request can confirm what information it holds about you and how it is processed.

You can request the following information:

- Identity and the contact details of the person at BRM that has determined how and why to process your data.
- Contact details of the data protection officer, where applicable.
- The purpose of the processing as well as the legal basis for processing.
- If the processing is based on the legitimate interests of BRM or one of its clients, information about those interests.
- The categories of personal data collected, stored and processed.
- Recipient(s) or categories of recipients that the data is/will be disclosed to.
- How long the data will be stored.
- Details of your rights to correct, erase, restrict or object to such processing.
- Information about your right to withdraw consent at any time.
- How to lodge a complaint with the supervisory authority (ICO).
- Whether the provision of personal data is a statutory or contractual requirement, or a requirement necessary to enter into a contract, as well as whether you are obliged to provide the personal data and the possible consequences of failing to provide such data.
- The source of personal data if it wasn't collected directly from you.
- Any details and information of automated decision making, such as profiling, and any meaningful information about the logic involved, as well as the significance and expected consequences of such processing.

To access personal data that is being held, identification will be required

BRM will accept the following forms of ID when information on your personal data is requested: a copy of your driving licence, passport, birth certificate and a utility bill not older than three months. A minimum of one piece of photographic ID listed above and a supporting document is required. If BRM is dissatisfied with the quality, further information may be sought before personal data can be released.

All requests should be made to legal@boardroommatters.co.uk or by phoning +44 (0) 2023 733 6443 or writing to us at the address further below.

Complaints

In the event that you wish to make a complaint about how your personal data is being processed by BRM or its partners, you have the right to complain to BRM's financial director. If you do not get a response within 30 days you can complain to the ICO. The details for each of these contacts are:

Boardroom Matters Ltd

71 – 75 Shelton Street, London, WC2H 9JQ
Telephone +44 (0) 203 733 6443 or email legal@boardroommatters.co.uk

ICO

Wycliffe House, Water Lane, Wilmslow, SK9 5AF
Telephone +44 (0) 303 123 1113 or email: <https://ico.org.uk/global/contact-us/email/>

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