



Data Protection Privacy Policy

Data protection

Keeping your personal information safe is very important to us. We are committed to complying with privacy and data protection laws and being transparent about how we process personal data.

We have policies, procedures and training in place to help our employees sub-contractors understand their data protection responsibilities and follow the data protection principles.

We have a nominated member of staff who serves as our Data Protection Lead. If you have any questions regarding our Privacy Policy, please email lucy@stpeterltd.co.uk

This privacy policy relates to our use of any personal information we process about you.

How we collect personal data

We obtain personal data about you, for example, when:

- when you, engage us to provide our services and also during the provision of these services;
- you contact us by email, telephone or post(for example when you enquire about our services)
- from the contact form on our website
- as you interact with us in other ways; as a client or contractor, or in any other capacity

The kind of information we hold about you

The information we hold about you may include the following:

- your name, address, email and telephone numbers
- details of contact we have had with you in relation to the provision , or the proposed provision of services
- details of any services you have received from us

our correspondence and communications with you

How we use personal information

We will only process your data for purposes necessary for the fulfilment of our contract with our clients and to comply with legal obligations.

Where we need to use your personal data for another reason, other than for the purpose for which we collected it, we will only use your personal data where that reason is compatible with the original purpose.

Sharing personal information

We will only share your personal information where we are required to fulfil our contract with you, or legitimate interest, where we have your consent, or we are required to do so by law.

Where required, we will process personal information to comply with our legal obligations. In this respect we may use your personal data to comply with subject access requests; tax legislation; for the prevention and detection of crime; and to assist the police and other competent authorities with investigations including criminal and safeguarding investigations.

Your rights

You have the right to:

- Request a copy of the information we hold about you. Requests should be addressed to lucy@stpeterltd.co.uk. We will respond within 30 days of receiving your written request.
- Tell us to change or correct your personal information if it is incomplete or inaccurate. Please contact us at lucy@stpeterltd.co.uk
- Ask us to restrict our processing of your personal data or to delete your personal data if there is no compelling reason for us to continue using or holding this information. Please contact us at lucy@stpeterltd.co.uk

How long we keep your personal information

We will hold your personal information for as long as is necessary. We will not retain your personal information if it is no longer required. In some circumstances, we may legally be required to retain your personal information, for example for finance, employment or audit purposes.

Changes to this policy

This Privacy Policy may change from time to time. Where practical we will provide you with an updated Privacy Policy from time to time. However, we also recommend that you please visit this webpage periodically to keep up-to-date with the changes in our Privacy Policy.

Making a complaint to the Information Commissioner's Office

If you are not satisfied with our response to any query you raise with us, or you believe we are processing your personal data in a way which is inconsistent with the law, you can complain to the Information Commissioner's Office whose helpline number is: 0303 123 1113.