

Regulations Regarding Data Protection – May 2018

New regulations regarding Data Protection came into force in May 2018, called General Data Protection Regulation.

Therefore, I must ask for your permission to process your personal data.

We have taken steps within our Office environment to prevent any data being breached, lost or damaged. Our client data base is held manually and electronically.

When data is supplied to an individual it should be in a clear and concise format, in an easily accessible form such as by letter and be provided free of charge.

You will have the right to access your personal data and be able to verify the lawfulness of the processing, which must be supplied to you without undue delay when requested.

You will have the right to have your personal data rectified if it is inaccurate, or incomplete. If the personal data in question has been disclosed to a third party, they must be informed of the rectification where possible.

You have the right to have your personal data erased under specific circumstances. Including when the personal data is no longer necessary in relation to the purpose for which it was originally collected.

If as an individual you contest the accuracy of the personal data, then I must restrict processing immediately and rectify. Third parties must also be notified of the restriction.

You may reuse and transfer your personal data for you own purposes. I must therefore, provide this data in a structured, commonly used and easily readable format.

You have the right to object to the processing on the grounds of any situation i.e. research, direct marketing.

If in the event of a data breach, leading to the destruction, loss, alteration, unauthorised disclosure of, or access to personal data. Then I will inform you immediately.

We do not pass on your information to third parties for marketing.