

General Data Protection Regulations 2018

Privacy Notice

We are a "data controller". This means that we are responsible for deciding how we hold and use personal information about you. We are required by law to inform you about the information which we hold to enable you to understand the purposes for which it is used.

This Notice explains the types of personal information about you which we hold and how we use it.

What information do we collect about you?

When you contact us with a view to engaging our services, we will take note of details of your name, address, email address, phone number and payment details when required.

How we use the information about you

We use the information which you provide to manage the service we provide to you and occasionally provide relevant information about your requirements to third parties with whom we deal

We will not sell or share your information for marketing purposes with any other company or third party.

Legal basis for using information

We will only use the personal information about you which we hold to the extent that the law allows us to do so. The legal basis on which we will normally use the information is as follows:

- a) Where we need to perform our contact with you for the provision of the services that you have requested; or
- b) Where we need to comply with a legal obligation; or
- c) Where it is necessary for our legitimate interest (or those of a third party), provided that your interest and rights do not override our interest.

Access to your information and correction

You have the right to request a copy of the information which we hold about you. If you would like a copy of some or all of your personal information, please email us or write to us using the email or postal address specified below.

We want to make sure that your personal information is accurate and up to date. You may ask us to correct or remove any information which you think is inaccurate.



Security

We have put in place appropriate security measures to prevent your personal information from being accidentally lost, used, or accessed in an unauthorised way, altered, or disclosed.

We will deal promptly with any suspected breach of security and will notify you and the Information Commissioner's Office of a breach where we are legally required to do so.

For how long is personal information retained?

We will only retain your personal information for as long as necessary to fulfil the purposes we collected it for, including for the purposes of satisfying any legal, accounting, or reporting requirements.

Other websites

Our website contains links to other websites. This Privacy Notice only applies to our website. If you link to other websites, you should read the Privacy Notices referred to in them.

Changes to our Privacy Notice

We keep our Privacy Notice under regular review. Any changes or updates will be included in this Notice from time to time.

How to contact us

By email at: info@controlled.co.uk

By post at: Controlled Ltd,
17 Ensign House,
Level 5,
Admirals Way,
Canary Wharf,
London,
E14 9XQ