

Privacy Policy

Our contact details

Name: Suki Garchay

Address: on request - West Midlands

E-mail: suki@classacthr.com

Date of this Policy: Updated on 12/01/2024

The type of personal information we collect

We currently collect and process the following information:

- Personal identifiers, contacts and characteristics (for example, name and contact details)

How we get the personal information and why we have it

Most of the personal information we process is provided to us directly by you for one of the following reasons:

- To provide you with a further information about our services, providing you with an information pack or quote for services
- To provide you with marketing services
- To keep you up-to-date if appropriate with services or new services available

We do not share your information with any third party, neither do we sell on your data.

Under the General Data Protection Regulation (GDPR), the lawful bases we rely on for processing this information are:

(a) Your consent. You can remove your consent at any time. You can do this by contacting Suki Garchay (contact details above)

(b) We have a contractual obligation

(c) We have a legal obligation

(d) We have a vital interest

(e) We need it to perform a public task

(f) We have a legitimate interest

How we store your personal information

We secure your information on computer servers in a controlled, secure environment protected from unauthorised access. We keep reasonable

administrative and technical precautions to protect unauthorised access. However, no data transmission over the internet and wireless network can be guaranteed.

We keep your personal data only for as long as necessary.

Your data protection rights

Under data protection law, you have rights including:

- Your right of access
- Your right to rectification
- Your right to erasure
- Your right to restriction of processing
- Your right to object to processing
- Your right to data portability

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 at suki@classacthr.com

How to complain

If you have any concerns about our use of your personal information, you can make a complaint to us at suki@classacthr.com. If you wish to complain in writing please make contact and we will provide you with our postal address.

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>