

## **Perfect Pitch Consulting Ltd Privacy Notice – May 2018**

### **Your Personal Information**

#### **About us**

Perfect Pitch is the so-called ‘Controller’ of the personal data you provide to us, as we make decisions on what information we hold and what we do with it. Our contacts details are [info@ppitch.co.uk](mailto:info@ppitch.co.uk)

We have appointed personnel within the organisation who are responsible to ensure we manage information, and information security, in the best way, and in line with data privacy laws. If you have any questions in relation to this policy or our data protection procedures, then please email [dataprotection@ppitch.co.uk](mailto:dataprotection@ppitch.co.uk)

#### **What we need**

We collect basic personal data from you which may including your name, address and email address, which does not include any special or sensitive types of information.

#### **Why we need it**

We require this basic personal information in order to contact you by telephone, email or post regarding the provision of Perfect Pitch Telemarketing Services and information. We do not collect any personal information from you that we do not need to provide and manage this service to you.

#### **What we do with it**

All the personal data we collect is processed by our staff in the UK. However, this information is located (hosted) on servers within the European Union. Given that the Internet is a global environment, using it to collect and process personal data necessarily involves the transmission of data on an international basis. This means for instance that data you pass to us may be processed outside the European Economic Area in some instances although the data will always be held securely and in line with the requirements of UK data protection legislation. By communicating electronically with us, you acknowledge and agree to our processing of personal data in this way.

No third parties have access to your personal data, unless the law allows them to do so.

#### **Lawful basis for holding your data**

If you have contacted us using our ‘get in touch’ or ‘contact us’ forms on our website Or you are an existing / previous customer of Perfect Pitch OR you have an existing business relationship with a member of our team that was developed using, but not limited to one of the following methods – One

to one meeting, LinkedIn, referral, swapping of business card, telephone enquiry, then your data will be held under the 'Legitimate Interest' lawful basis.

### **How we protect it**

We recognise your rights concerning this information and take every possible measure to respect these rights and protect your personal data.

### **How long we keep your data**

We will retain your information for up to two years from when we were last in contact with you OR after the contract ends, in order to handle any outstanding or future enquiries. After this time, it will be destroyed.

### **What we would also like to do with your data**

We would like to use your name and email address to inform you of our future offers and information about Perfect Pitch's products and services. This information is not shared with third parties for marketing purposes and you can unsubscribe at any time.

### **Your rights**

As a citizen, you have several rights over your personal information, including:

- The right to be informed that data is held, why, where and for how long;
- The right of access to their data
- The right to rectification (correction, completion)
- The right to erasure
- The right to restrict processing of data
- The right to data portability
- The right to object to processing of their data
- Rights in relation to automated decision making and profiling
- If you wish to raise a complaint on how we have handled your personal data, you can contact us to have the matter investigated. Please email [dataprotection@ppitch.co.uk](mailto:dataprotection@ppitch.co.uk)
- If you are not satisfied with our response, or believe we are not processing your personal data in accordance with the law, you can complain to the UK Information Commissioner's Office: <https://ico.org.uk/>

### **Other websites**

Our website may contain links to other websites that are outside our control and are not covered by this Privacy Policy. If you access other sites using the links provided, the operators of these sites may

collect information from you that will be used by them in accordance with their privacy policy, which may differ from ours.

### **Subject access requests**

You have the right to see what personal data we hold about you. To obtain a copy of the personal information we hold about you, please write to us at Perfect Pitch Consultancy Limited, 1 Miltons Yard, Petworth Road, Witley, GU8 5LH – addressed to Jaz Blake. Please note that we reserve the right to charge a fee of up to £10 for any such request.

### **Use of cookies**

A cookie is a small piece of information sent by a web server to a web browser, which enables the server to collect information from the browser. Find out more about cookies on [www.allaboutcookies.org](http://www.allaboutcookies.org).

We use cookies to identify you when you visit this website and to keep track of your browsing patterns and build up a demographic profile.

Most browsers will allow you to turn off cookies. If you want to know how to do this please look at the menu on your browser, or look at the instruction on [www.allaboutcookies.org](http://www.allaboutcookies.org). Please note however that turning off cookies will restrict your use of our website.

If you would rather we did not place cookies on your computer, please be aware that this may negatively impact your ability to use and view content on this website.

To turn cookies off please go to your browser settings.

By continuing to use this site you are agreeing to the use of cookies as detailed above.

### **Amendments**

Please note that this privacy policy is subject to change from time to time. It was last updated in May 2018.