

Privacy and Data Protection Policy

This privacy policy sets out how Scofield and Lait Ltd uses and protects any information that you provide us when you use our company, we strongly recommend you read the full policy.

The data controller is Scofield and Lait Ltd, who is registered in England and Wales under registration number 03941519, with our registered address at: Unit 280 Park Farm Barns, Vicarage Lane, Wherstead, Ipswich. IP9 2AE.

Scofield and Lait Ltd is committed to ensuring that your privacy is protected. Should we ask you to provide certain information by which you can be identified when using our company and the services we offer, then you can be assured that it will only be used in accordance with this privacy statement.

We may change this policy from time to time by updating this page. This policy is effective from May 2018.

Why we collect your information

We may obtain, use, process and disclose personal data to:

- provide you with associated services
- provide you with information about us and our services
- develop our business and services
- comply with legal, regulatory or professional body requirements

What information we collect

We may collect the following information:

- full name, company name, job title, contact and personal details including email address
- business activities
- demographic information such as postcode, preferences and interests

What we do with the information we gather

We require this information to understand your needs and provide you with a better service, and in particular for the following reasons:

- Internal record keeping and for invoice purposes
- We may use the information to improve our services

Who we share your information with

We will only share your information when we are legally permitted to do so and then only when it is appropriate to do so, in order to provide you with an effective service. When we do share data we will put in place appropriate contractual and other arrangements to protect the data and comply with our legal obligations.

We may share personal data with:

- Professional institutes, regulators as part of our quality assurance processes;
- Third party suppliers, contractors and sub-contractors
- We will not sell, distribute or lease your personal information to third parties unless we are required by law to do so and we will not use your personal information to send you promotional information about third parties.

Security and storage of personal data

We are committed to ensuring that your information is secure. In order to prevent unauthorised access or disclosure we have put in place suitable physical, electronic and managerial procedures to safeguard and secure the information we hold.

We retain personal data for as long as we consider it necessary for the purpose for which it was collected including as required by law or regulation. As a general rule we will retain client data for 7 years. In the absence of specific legal, regulatory or contractual requirements we will delete data 7 years after we cease to act for a client. Some data is deleted sooner.

Your legal rights

You may request details of personal information which we hold about you. If you would like a copy of the information held on you please write to our Data Protection Officer, Charlotte Gant charlotte@scofield-lait.co.uk

If you believe that any information we are holding on you is incorrect or incomplete, please write to or email us as soon as possible, at the above address. We will promptly correct any information found to be incorrect.

Where we process personal data based on consent you have the right to withdraw consent at any time. We do not generally process personal data based on consent as we can usually rely on another legal basis.

To withdraw consent to our processing of your personal data please email charlotte@scofield-lait.co.uk

You may have other rights such as the right to deletion, or to restrict processing. If you wish to exercise any of these please email charlotte@scofield-lait.co.uk

Security

We are committed to ensuring that your information is secure. In order to prevent unauthorised access or disclosure, we have put in place suitable physical, electronic and managerial procedures to safeguard and secure the information we collect online.

Links to other websites

Our website may sometimes contain links to other websites of interest. However, once you have used these links to leave our site, you should note that we do not have any control over that other website. Therefore, we cannot be responsible for the protection and privacy of any information which you provide whilst visiting such sites and such sites are not governed by this privacy statement. You should exercise caution and look at the privacy statement applicable to the website in question.

This policy is in accordance with all relevant UK Data Protection Legislation and guidelines.

May 2018