

Carl Bird Ltd



GDPR Policy and Privacy Statement

Carl Bird Ltd

1. Your personal data – what is it?

Personal data refers to a person who can be identified from that data.

The GDPR applies to 'personal data' meaning any information relating to a person who can be directly or indirectly identified by reference to information held by us.

2. Who are we?

We are the data controller. This means that we decide what data we need and process it for our purposes only. We do not share any data with third party companies unless we have your explicit consent.

3. How do we process your personal data?

We comply with all obligations under the data protection regulations under the GDPR. We use your data for the following purposes:

- To maintain our own accounts and records
- To manage records for our customers
- We pass on data to regulatory bodies, for example HMRC and DVLA

4. What is the legal basis for processing your personal data?

The legal basis for us processing any personal data is that it is necessary for us to do so to ensure the running of Carl Bird Ltd.

5. Sharing your personal data.

We treat all of your personal data as strictly confidential and we will not share it with any third parties. We only share personal data with the regulatory bodies for example HMRC. If any of your personal data is needed to be shared we will gain your written consent before anything is shared.

6. How long do we keep your personal data?

We keep data for as long as is necessary for us to comply with the relevant regulations we adhere to a period that is not normally longer than 6 years. You can request to see all of the personal data we hold about you or your company and also have the right to request we delete it if the request is viable.

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Email:info@carlbirdltd.co.uk Website:www.carlbirdltd.co.uk

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Carl Bird Ltd



7. Your rights and your personal data.

Unless subject to an exemption under the GDPR, you have the rights with respect to your personal data:

- The right to be informed about the collection and use of your personal data.
- The right to access your personal data we hold. This can be done verbally or written.
- The right to rectification of any personal data that we hold if it is wrong or incomplete.
- The right of erasure of your personal data. This is also known as the right to be forgotten. This right can be declined if it affects any legal obligations that we have to governing bodies.
- The right to restrict processing of your personal data meaning we can store but not use the data. This right can be declined if it affects any legal obligations that we have to governing bodies.
- The right to object to the processing of your personal data in certain circumstances. You have the absolute right to stop your data being used for direct marketing. In other cases where you have the right to object we may carry on processing due to legal obligations.

8. Data Breaches

If we are notified of any data breach, we will change all of our passwords and inform all affected parties as soon as it is viable to do so. Further information will be given at that point.

8. Contact Details

Please feel free to contact Sammy with regards to queries, complaints or your relevant rights on Sammy@carlbirdltd.co.uk Monday to Friday. Alternatively please call 01692 404603 and leave message and you will be contacted as soon as possible.

9. Policy Review

This policy is reviewed annually or sooner if required by any governing bodies.