



## **CIMO Consulting Data Protection and Privacy Policy**

CIMO Consulting Ltd is committed to ensuring that your privacy is protected.

This Data Protection and Privacy Policy will help you to better understand what personal information I store and why.

### **Explaining Terms:**

**“Personal Data”** Means any information that is personal to you and that you or another person could be identified by.

**“Processing”** Means anything that is done with that data- such as accessing, disclosing, destroying or using the data in any way.

**“GDPR”** Means the General Data Protection Regulations (EU) 2016/679;

**“Protected Data”** Means personal data received from or on behalf of the client with the performance of my obligations under this policy.

### **What purposes do I use your personal data for?**

I currently store the following personal information:

Your Phone number and Email Address for the purpose of our communication and with your explicit permission: for references to contact you in future.

Your Name: As it appears on your invoices. Invoices are stored for 7 years in accordance with HMRC guidelines.

I will never share your personal details with anyone else without your permission and without legitimate reason to do so. Information that is stored electronically is password protected at all times. Paper files are kept under lock and key and will be until they are destroyed after 7 years. I will not use your personal details for marketing purposes, sell them or use them in any way that is not its original purpose.

### **What safeguards are in place?**

I will comply with the eight data protection principles in the DPA which state that personal data must:

- (a) Be processed fairly and lawfully
- (b) Processed for limited purposes and in an appropriate way
- (c) Adequate, relevant and not excessive for purpose
- (d) Accurate
- (e) Not kept longer than necessary for purpose
- (f) Processed in line with individual's rights
- (g) Secure



(h) Not transferred to people or organisations situated in countries without adequate protection. (I do not send your personal data outside of the UK at any time)

Your personal data will only be processed to the extent that is necessary for the specific purposes notified to you.

### **What rights do you have?**

- (i) You may request access to the Data I hold about you at any time. Please make this request in writing.
- (j) You may ask to have inaccurate data about you amended or deleted.
- (k) You may raise a complaint with CIMO Consulting Ltd and seek support from the Information Commissioner's Office (ICO) if you have any concerns over how I have handled your data.
- (l) You will be given notification in respect of high breaches of the law.
- (m) If you believe that any information I am holding about you is incorrect or incomplete, please email me at [adam.matthews@cimocon.co.uk](mailto:adam.matthews@cimocon.co.uk). I will promptly correct any information found to be incorrect.

### **Third parties**

I will not disclose your personal data to any third party without your consent unless I am satisfied that they are legally entitled to the data. I am required to do so by law, if there is a Safeguarding concern, or if you violate my terms of contract. Where I do disclose your personal data to a third party, I will have regard to the eight data protection principles. I will only transfer personal data if they agree to comply with those policies and procedures or they have adequate measures in place themselves.

### **Cookies**

1. This Website may place and access certain Cookies on your computer. CIMO Consulting uses Cookies to improve your experience of using the Website and to improve our range of products and services. CIMO Consulting has carefully chosen these Cookies and has taken steps to ensure that your privacy is protected and respected at all times.
2. All Cookies used by this Website are used in accordance with current UK and EU Cookie Law.
3. Before the Website places Cookies on your computer, you will be presented with a message bar requesting your consent to set those Cookies. By giving your consent to the placing of Cookies, you are enabling CIMO Consulting to provide a better experience and service to you. You may, if you wish, deny consent to the placing of Cookies; however certain features of the Website may not function fully or as intended.

4. This Website may place the following Cookies:

**Type of Cookie**

**Purpose**

Analytical/performance cookies

They allow us to recognise and count the number of visitors and to see how visitors move around our website when they are using it. This helps us to improve the way our website works, for example, by ensuring that users are finding what they are looking for easily.

**Functionality cookies**

These are used to recognise you when you return to our website. This enables us to personalise our content for you, greet you by name and remember your preferences (for example, your choice of language or region).

**Targeting cookies**

These cookies record your visit to our website, the pages you have visited and the links you have followed. We will use this information to make our website and the advertising displayed on it more relevant to your interests. We may also share this information with third parties for this purpose.

5. You can find a list of Cookies that we use in the Cookies Schedule.

6. You can choose to enable or disable Cookies in your internet browser. By default, most internet browsers accept Cookies but this can be changed. For further details, please consult the help menu in your internet browser.

7. You can choose to delete Cookies at any time; however you may lose any information that enables you to access the Website more quickly and efficiently including, but not limited to, personalisation settings.

8. It is recommended that you ensure that your internet browser is up-to-date and that you consult the help and guidance provided by the developer of your internet browser if you are unsure about adjusting your privacy settings.

9. For more information generally on cookies, including how to disable them, please refer to [aboutcookies.org](https://aboutcookies.org). You will also find details on how to delete cookies from your computer.