People Spark Solutions Ltd Privacy Notice

Our contact details

Name: People Spark Solutions Ltd

Address: 82 Derwent Water Road, Gateshead, NE8 2HA, UK

Phone Number: 07795 515 701

E-mail: scott@peoplesparksolutions.co.uk

The contact person for data protection matters is: Scott Smith

What type of information we collect and store

We currently collect and process the following information: • Personal identifiers, contacts and characteristics. For example, name and contact details. Contact details can be postal, or electronic (email etc.). • Statistical visitor data from our website – this is used only for anonymous analysis of how many people read and / or click which parts of the website.

How we get the 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 communicate with you regarding questions you have asked us • To provide you with a quote for work • To complete a task for you at your request • To email or call you with information we think is relevant to you

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

(a) Your consent. You are able to remove your consent at any time. You can do this by contacting Scott Smith using the contact details above.

(b) We have a contractual obligation.

(c) We have a legal obligation.

(f) We have a legitimate interest.

What we do with the information we have

We use the information that you have given us in order to maintain a working relationship with you, and to provide services for you.

We do not generally share this information with anyone, unless we need to work with a third party in order to complete the work (or quote for work) that you have asked us to do.

How we store your information

Your information is securely stored in Gateshead, UK.

We keep your details for 15 months so that we don't lose contact, or vital information, which is required annually. We will then dispose your information using proprietary software where this data is electronic, and by shredder should it be in paper form.

Your data protection rights

Under data protection law, you have rights including:

Your right of access - You have the right to ask us for copies of your personal information.

Your right to rectification - You have the right to ask us to rectify information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

Your right to erasure - You have the right to ask us to erase your personal information in certain circumstances.

Your right to restriction of processing - You have the right to ask us to restrict the processing of your information in certain circumstances.

Your right to object to processing - You have the right to object to the processing of your personal data in certain circumstances.

Your right to data portability - You have the right to ask that we transfer the information you gave us to another organisation, or to you, in certain circumstances.

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 by email using scott@peoplesparksolutions.co.uk if you wish to make a request.

How to complain

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

Date: 1/6/2020