

## People Spark Solutions Ltd Privacy Notice

Our contact details:

**Name:** People Spark Solutions Ltd

**Address:** Mandale Business Park, Mullen Stoker House,  
Durham, DH1 1TH

**Phone Number:** 07795 515701

**E-mail:** [scott@peoplesparksolutions.co.uk](mailto: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

We collect information about you from you, or your employer, when you or they fill in a form on our website (<https://peoplesparksolutions.co.uk/>), or correspond with us by phone, e-mail or otherwise.

Most of the personal information we process is provided to us directly by you or your employer 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.

Occasionally we may disclose your personal information to third parties where required by law or when necessary to provide a service to you (for example sharing your email address with talent assessment providers to be processed on our behalf).

We do not sell personal information on to others and have no plans to do so.

### **How we store your information**

Your information is securely stored in Gateshead, UK.

We will retain your personal data no longer than is necessary for the purposes for which it is processed. We will keep your personal details for 15 months to keep in contact and to maintain a business relationship. 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. If you instruct us to remove your personal data from our databases, we will do this within 28 days and acknowledge your request.

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@peoplesparkolutions.co.uk](mailto:scott@peoplesparkolutions.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: 22/03/2021