

Eye For Detail Proofreading

Privacy Notice

This privacy notice tells you what to expect us to do with your personal information.

Contact details

Email: linda@efdproofreading.co.uk

What information we collect, use, and why

We collect or use the following information to **provide services and goods, including delivery**:

- Names and contact details
- Addresses
- Payment details (including card or bank information for transfers and direct debits)
- Records of meetings and decisions
- Information relating to compliments or complaints.

We collect or use the following information to **comply with legal requirements**:

- Name
- Contact information.

We collect or use the following information for **recruitment purposes**:

- Contact details (eg: name, address, telephone number or personal email address)
- Date of birth
- National Insurance number
- Copies of passports or other photo ID
- Employment history (eg: job application, employment references or secondary employment)
- Education history (eg: qualifications)
- Right to work information.

Lawful bases

Our lawful bases for collecting or using personal information to **provide services and goods** are:

- Consent
- Contract
- Legitimate interest - provision of services.

Our lawful bases for collecting or using personal information for **legal requirements** are:

- Consent
- Contract
- Legitimate interest - provision of services.

Our lawful bases for collecting or using personal information for **recruitment purposes** are:

- Consent
- Contract
- Legitimate interest - understand what a candidate has to offer.

Where we get personal information from:

- People directly
- Previous employers.

How long we keep information:

We will retain your data for a period of six years.

Who we share information with:

Data processors: **Linda Nye**

This data processor does the following activities for us: Sole principal.

Others we share personal information with:

- Publicly on our website, social media or other marketing and information media (where appropriate)
- Previous employers.

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 data.

Your right to rectification - You have the right to ask us to rectify personal data 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 data in certain circumstances.

Your right to restriction of processing - You have the right to ask us to restrict the processing of your personal data 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 personal data you gave us to another organisation, or to you, in certain circumstances.

Your right to withdraw consent – When we use consent as our lawful basis you have the right to withdraw your consent.

You don't usually need to pay a fee to exercise your rights. If you make a request, we have one calendar month to respond to you.

To make a data protection rights request, please contact us using the contact details at the top of this privacy notice.

How to complain:

If you have any concerns about our use of your personal data, you can make a complaint to us using the contact details at the top of this privacy notice.

If you remain unhappy with how we've used your data after raising a complaint with us, you can also complain to the ICO.

The ICO's address:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Helpline number: 0303 123 1113

Website: <https://www.ico.org.uk/make-a-complaint>

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