

Russell and Dawson Privacy Policy

Our contact details

Name: Erica Russell and Solene Dawson

Address: Kent, UK

Phone Number: Erica 07713 177236 and Solene 07873 706263

E-mail: solene@russellanddawson.co.uk

Website: www.russellanddawson.co.uk

The type of personal information we collect

We currently collect and process the following information:

- Personal identifiers, contacts and characteristics (for example, name, role in organisations, telephone, email, social media and website details)
- We may also be required, as part of funding applications to work with more confidential salary and work data. This information is additionally covered by confidentiality clauses your organisations contracts with us and where possible is accessed on via your organisations systems rather than held by us.

How we get the personal 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 build up a picture of potential new clients, to communicate with clients

We also receive personal information indirectly, from the following sources in the following scenarios:

- Social media profiles, such as LinkedIn and twitter, Facebook or Instagram
- Your organisations website
- Presentation and attendance at events or network meetings

We use the information that you have given us to undertake work procured by yourself, to contact you about potential work or to provide you with updates or links we feel you may find useful.

We may share your contact information with organisations that we feel could be useful to connect you with. However, will only supply published contact information e.g. LinkedIn profile or link to your organisations website where contact details may be provided. We only provide email or telephone details to third parties with your permission

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 Solene Dawson, solene@russellanddawson.co.uk tel 07873 706263.

(b) We have a contractual obligation.

(c) We have a legitimate interest.

How we store your personal information

Your contact details (name, address, organisation, email, Tel no) are stored on iPhones, with cloud back up. For funding applications our first request to clients is to provide role-based information rather than personal data. If this is not possible/appropriate, we request that they provide data via their secure access system. If neither of these options are possible, we will hold any personal data provided on secure, encrypted hard drives.

We keep your contact details and any information provided by your organisation to support funding applications for up to 10 years. We will then dispose your information by deleting your details from our contacts lists and our records. Any printed version of these details, should this have been required, will be destroyed after 3 years.

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 personal 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 personal information in certain circumstances.

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

Your right to data portability - You have the right to ask that we transfer the personal 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 at solene@russellanddawson.co.uk if you wish to make a request.

How to complain

If you have any concerns about our use of your personal information, you can make a complaint to us by contacting Solene Dawson, solene@russellanddawson.co.uk

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

ICO website: <https://www.ico.org.uk>