



Privacy Policy

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1. Your personal data – what is it?

Personal data relates to a living individual who can be identified from that data. Identification can be by the information alone or in conjunction with any other information in the data controller's possession or likely to come into such possession. The processing of personal data is governed by the General Data Protection Regulation (the "GDPR").

2. How do we process personal data?

We comply with our obligations under the GDPR by keeping personal data up to date; by storing and destroying it securely; by not collecting or retaining excessive amounts of data; by protecting personal data from loss, misuse, unauthorised access and disclosure and by ensuring that appropriate technical measures are in place to protect personal data.

We use your name and email address for the following purposes: -

To inform you of any events, activities or news that is directly relevant to you.

3. What is the legal basis for processing your personal data?

Explicit consent of the data subject so that we can keep you informed about any events, activities or news that is directly relevant to you.

4. Sharing your personal data

Your personal data will be treated in strict confidence, and we do not share your information with anyone.

5. How long do we keep your personal data?

We keep your data for as long as you wish us to. Every time you receive any information you do not require, please inform us so that we can change your preferences.

6. Your rights and your personal data

Unless subject to an exemption under the GDPR, you have the following rights with respect to your personal data: -

- The right to request a copy of your personal data.
- The right to request that we correct any personal data if it is found to be inaccurate or out of date.
- The right to request your personal data is erased where it is no longer necessary.
- The right to withdraw your consent to the processing at any time.
- The right to request that the data controller provide the data subject with his/her personal data and where possible, to transmit that data directly to another data controller, (known as the right to data portability), (where applicable).
- The right, where there is a dispute in relation to the accuracy or processing of your personal data, to request a restriction is placed on further processing.
- The right to object to the processing of personal data, (where applicable) [Only applies where processing is based on legitimate interests (or the performance of a task in the public interest/exercise of official authority); direct marketing and processing for the purposes of scientific/historical research and statistics.
- The right to lodge a complaint with the Information Commissioners Office.

7. Further processing

If we wish to use your personal data for a new purpose, not covered by this Data Privacy Notice, then we will provide you with a new notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions. Where and whenever necessary, we will seek your prior consent to the new processing.

8. Contact Details

To exercise all relevant rights, queries of complaints please in the first instance contact the Data Controller at data.controller@sasassociates.co.uk or write to our Data Controller at the contact address on our website.

You can contact the Information Commissioners Office via email

<https://ico.org.uk/global/contact-us/email/> or write to the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire. SK9 5AF.

Approved by:

Debbie Isham, Managing Director

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This policy will be reviewed annually (or earlier if significant changes occur) to ensure its continuing suitability, adequacy, and effectiveness.