

Bailey Thomas Ltd Privacy Notice

Our contact details

Name: Pip Thomas - Director

Address: 86 Heol y Forlan, Whitchurch, Cardiff. CF14 1BA

Phone Number: 07973 305968

E-mail: Pip.thomas@baileythomas.co.uk

What type of information we have?

We currently collect and process the following information:

- Personal identifiers, contacts and characteristics (for example, name and contact details)

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:

- Training enquiry via our website or direct email.

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

- Referrals from recommended third parties via direct email with your consent.

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

- Your consent. You are able to remove your consent at any time. You can do this by contacting Pip.thomas@baileythomas.co.uk

What we do with the information we have

We use the information to contact you regarding your enquiry and ongoing communication relating to training events and news which may be of interest to Bailey Thomas Ltd clients.

Our site does not collect any data from you unless you contact us via an email link which is included on our site. We do not place cookies on your computer, nor do we use any other means of data collection.

The information given by you which may include personal details (supplied by you for the purpose of the enquiry) will not be passed on to any third parties and will only be held by Bailey Thomas Ltd for the period required.

How we store your information

Your information is securely stored for as long as we need to use it and you have given us permission to keep it.

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 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 at 86 Heol y Forlan, Whitchurch, Cardiff. CF14 1BA. 07973 305968. Pip.thomas@baileythomas.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