

Pincheck Ltd
Company Number 14898472

Data Protection and Privacy Policy

Our contact details

Phone Number: 07864 967 424

E-mail: harry@pincheck.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 and contact details including email addresses)

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 or your employees for one of the following reasons:

- To aid the delivery of our services by analysing trends across your organisation (for example conducting surveys or interviews);
- To aid the delivery of our services by understanding your resilience and business continuity capabilities (for example names and details of people responsible for various activities);
- To aid in the revision or production of documentation to assist you as part of our services (for example the creation or update of Business Continuity Plans including current names and contact details of staff).

We use the information that you have given us in order to provide detailed and accurate advice in improving or changing the nature of your Business Continuity capabilities.

We may share this information with other employees of or contractors working for Pincheck Ltd, where this relates directly to your situation only.

Under the UK General Data Protection Regulation (UK 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 harry@pincheck.co.uk
- We have a contractual obligation.

How we store your personal information

Your information is securely stored. We keep personal identifiers, contacts, and characteristics for up to 30 days after the completion of contracted works. We will then dispose of personal information by removing it from our systems.

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 use the contact details at the top of this document to speak with us 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 at harry@pincheck.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>