

Privacy Notice

Riley Business Consulting Limited

This privacy notice explains how we use any personal information we collect about you.

What information do we collect about you?

We collect information about you when you engage us to provide commercial consulting services. This information may relate to the personal circumstances of you and your employees and it may also include special categories of personal data such as health data, if this is necessary for the provision of our services.

Why do we need to collect and use your personal data?

We must have a legal reason to use your personal data. The primary legal basis for us to process your data is so we can effectively carry out the services that you require from us. Without collecting your personal data we'd be unable to fulfil our legal and contractual obligations. We will obtain your explicit consent to collect and process this information.

How will we use the information about you?

We collect information about you to provide you with the commercial consulting services for which you engage us.

Who might we share your information with?

We will not share your information for marketing purposes with other companies. In order to deliver our services to you effectively we may send your details to third parties such as other professional advisers required to perform the commercial consulting services. Where third parties are involved in processing your data, we'll have a contract in place with them to ensure that the nature and purpose of the processing is clear, that they are subject to a duty of confidence in processing your data and that they'll only act in accordance with our written instructions. Where it's necessary for your personal data to be forwarded to a third party we'll use appropriate security measures to protect your personal data in transit. Where we can, we will use secure portals. We will also employ encryption and in some cases secure folders.

How long do we keep hold of your information?

In principle, your personal data shouldn't be held for longer than is required under the terms of our contract for services with you. We reserve the right to retain data for longer than this due to the possibility that it may be required to defend a future claim against us. You have the right to request deletion of your personal data. We'll comply with this request, subject to our legitimate interests as noted above.

How can I access the information you hold about me?

You have the right to request a copy of the information that we hold about you. If you'd like a copy of some or all of your personal information, please email or write to us using the contact details noted below.

We have an obligation to ensure that your personal information is accurate and up to date. Please ask us to correct or remove any information that you think is incorrect.

What can you do if you are unhappy with how your personal data is processed?

You also have a right to lodge a complaint with the supervisory authority for data protection. In the UK this is:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF
0303 123 1113 (local rate)

How to contact us

Please contact us if you have any questions about our privacy policy or information we hold about you: by email at info@rileybusinessconsulting.com

Or write to us at Riley Business Consulting Limited, Watlington Business Centre, 1 High Street, Watlington, OX49 5PH