

## General Data Protection Regulation (GDPR) and Privacy

This Policy explains how Tony Adcock Limited, “the Company” uses the personal data that it collects from you.

### What data does the Company collect?

The Company collects personal data, such as names, addresses, email addresses and telephone numbers.

### How does the Company collect your data?

Data is provided to the Company directly by you, by you communicating with the Company, (for instance by email), or by you responding to marketing communications, (for instance by email).

### How does the Company use your data?

The Company uses your data to conduct business with you, including day-to-day communications and invoicing.

### How does the Company store your data?

The Company securely stores your data on computers and in written form at its office at 8 The Meadows, Haslingfield, Cambridge CB23 1JD. When your data is no longer required it will be deleted by the Company. The Company will not share your data with any other company or individual without your express permission.

### How does the Company respect your data protection rights?

- **Right to access** – you have the right to request copies of personal data held by the Company.
- **Right to rectification** – you have the right to request that the Company corrects any personal data you believe to be incorrect.
- **Right to erasure** – you have the right to request that the Company erase any personal data, under certain circumstances.
- **Right to restrict processing** – you have the right to request that the Company restricts processing of your personal data, under certain circumstances.
- **Right to object to processing** – you have the right to object to the Company processing your personal data, under certain circumstances.
- **Right to data portability** – you have the right to request that the Company transfer your personal data to another company or individual, or directly to you, under certain circumstances.

### **Links to other websites.**

If while on the Company's website you click on a link to another website, you should read their privacy policy.

### **Changes to the Company's GDPR and Privacy Policy.**

The Company keeps its Policy under regular review and places any updates on its website. The Policy was last updated on 1<sup>st</sup> January 2020.

### **How to contact the Company.**

If you have any questions about the Company's Policy, the data that we hold about you, or you would like to exercise one of your data protection rights, you can contact the Company as follows:

- Write to 8 The Meadows, Haslingfield, Cambridge CB23 1JD
- Call 01223-872772
- Email [tony@tonyadcock.co.uk](mailto:tony@tonyadcock.co.uk)

### **How to contact the appropriate authority.**

Should you wish to report a complaint, or if you feel that the Company has not addressed your concerns in a satisfactory manner, you may contact the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow SK9 5AR.