



PRIVACY NOTICE

Jonathan Cornes Associates Ltd (“we/our/us”) values our customers and we are acutely aware of the importance of maintaining privacy and confidentiality. We understand that all customers and prospective customers are quite rightly concerned to know that their data will not be used for any purpose unintended by them, and will not fall into the hands of a third party.

This Privacy Notice outlines the types of personal information we collect and how we hold and process such information. More importantly it outlines the procedures and controls in place to protect that data.

We will only collect and use personal data in ways that are described here, and in a manner that is consistent with our obligations and your rights under law.

By agreeing to provide us with your personal information you are acknowledging that we are at liberty to use that data as set out in this Privacy Notice.

For good order our Privacy Notice is subdivided into sections below to enable easy identification of areas of interest to you.

What Data Do We Collect?

We do not knowingly collect data relating to children and so this notice does not relate to information on people less than 18 years of age.

Personal data, or personal information, is any information about an individual from which that person can be identified. It does not include data where the identity has been removed (anonymous data). We may collect, use, store and transfer different kinds of personal data about you which we have grouped together as follows:

Identity Data includes first name, last name, username or similar identifier and title.

Contact Data includes address, email address and telephone numbers.

Financial Data includes bank account and payment card details.

Transaction Data includes details about payments to and from you and other details of services you have purchased from us.

Marketing and Communications Data includes your preferences in receiving marketing from us and your communication preferences.

We do not collect any **Special Categories of Personal Data** about you (this includes details about your race or ethnicity, religious or philosophical beliefs, sex life, sexual orientation, political opinions, trade union membership, information about your health and genetic and biometric data). Nor do we collect any information about criminal convictions and offences.

IF YOU FAIL TO PROVIDE PERSONAL DATA

Where we need to collect personal data by law, or under the terms of a contract we have with you and you fail to provide that data when requested, we may not be able to perform the contract we have or are trying to enter into with you: we will notify you if this is the case at the time.



How Do We Collect Your Personal Data?

We use different methods to collect data from and about you including through:

Direct Interaction - You may provide us with your identity and contact details by filling in our on-line form, or when speaking to one of our staff members or when corresponding with us by post, phone, email or otherwise.

Third Parties or Publicly Available Sources - We may receive personal data about you from various third parties or publicly available sources such as Companies House and other industry publications.

How and Where Do We Store Your Data?

Your data will only be stored on GDPR (General Data Protection Regulation) compliant servers.

We have put in place appropriate security measures to prevent your personal data from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. In addition, we limit access to your personal data to those employees, agents, contractors and other third parties who have a business need to know. They will only process your personal data on our instructions and they are subject to a duty of confidentiality. Hard copy files are locked in a secure filing room.

How do we protect your personal information?

We have put in place procedures to deal with any suspected personal data breach and will notify you and any applicable regulator of a breach where we are legally required to do so.

How Do We Use Your Data?

Your personal data is used in the following circumstances:

- where we need to perform the contract we are about to enter into or have entered into with you;
- where it is necessary for our legitimate interests (or those of a third party) and your interests and fundamental rights do not override those interests.
- where we need to comply with a legal or regulatory obligation

Our use of your personal data will always have a lawful basis, either because it is necessary for our performance of a contract with you, because you have consented to our use of your personal data (e.g. by subscribing to emails), or because it is in our legitimate interests. Specifically, we may use your data for the following purposes: -

- 1 Replying to emails from you;
- 2 Supplying you with emails that you have opted into (you may unsubscribe or opt-out at any time by contacting us).

All personal data is processed and stored securely and we do not keep your personal data for any longer than is necessary in light of the reason(s) for which it was first collected. Electronic and hard copy job files including personal data directly related to that job will be retained for 6 years for regulatory / insurance purposes.



Do We Share Your Data?

In certain circumstances, we may be legally required to share certain data held by us, which may include your personal data, for example: - where we are involved in legal proceedings, where we are complying with legal obligations, a court order, or a governmental authority. Such bodies may include HM Revenue & Customs, External Auditors, Credit reference agencies, governing bodies / regulators.

Your Rights

As a data subject, you have the following rights under the GDPR, which this Notice and our use of personal data have been designed to uphold:

- 1 The right to be informed about our collection and use of personal data;
- 2 The right of access to the personal data we hold about you
- 3 The right to rectification if any personal data we hold about you is inaccurate or incomplete
- 4 The right to be forgotten – i.e. the right to ask us to delete any personal data we hold about you
- 5 The right to restrict (i.e. prevent) the processing of your personal data;
- 6 The right to data transfer (obtaining a copy of your personal data to re-use with another service or organisation)
- 7 The right to object to us using your personal data for particular purposes
- 8 The right to withdraw consent.

How Can You Access Your Data?

You have the right to ask for a copy of any of your personal data held by us where such data is held. Under the GDPR, no fee is payable and we will provide any and all information in response to your request free of charge.

Changes to Our Privacy Notice

We may change this Privacy Notice from time to time (for example, if the law changes). Any changes will be immediately posted on our website and you will be deemed to have accepted the terms of the Privacy Notice on your first use of our website following the alterations. We recommend that you check this page regularly to keep up-to-date.

Contacting Us

If you have any questions about our site or this Privacy Notice, please contact us by email at info@jcassociates.co.uk or write to us at the address below. Please ensure that your query is clear, particularly if it is a request for information about the data we hold about you.

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