**Privacy Policy**

At [Business Name], we take your privacy seriously and this privacy statement explains what personal data or information we collect from you and from people who visit our website and how we use it.

**Who are we?**

[Business Name], is a registered company (*registration number*) our registered office address is [Business Address]. For the purposes of Data Protection Business Name], is a registered data controller (*ICO registration number*).

**What personal date or information do we collect?**

The personal information we collect may include your name, address, email address.

**How do we collect data or information from you?**

* When you offer to supply services to us or work with the business

**How is your information used?**

We collect your personal data or information to operate our business effectively and provide you with the best information on our products and services.

We may use your information to:

* To process your invoice, and to track payments made to you.

We believe that all these purposes are justified on the basis of our legitimate interests in running and promoting the business, our contractual requirements to deliver the agreed insurance services to you, and our legal obligations, both as a business and responsible employer. If you would like to know more, please read below:

**Details of our processing**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Type of Data Held** | **Length of Time Held** | **How Data is Held** |
| Suppliers | * Contact details
* Bank details
* Description of the services bought
 | We retain financial records for 6 years, following the end of the current financial year. | Data is stored on secure UK-based servers. [If data is stored in the cloud, provide name of system and location]. |

**Emailing us**

We use Transport Layer Security (TLS) to encrypt and protect email traffic in line with government standards. If your email service does not support TLS, you should be aware that any emails we send or receive may not be protected in transit.

We will also monitor any emails sent to us, including file attachments, for viruses or malicious software. Please be aware that you have a responsibility to ensure that any email you send is within the bounds of the law.

**Who has access to your information?**

We do not sell or rent your personal data or information to any third party or share your information with third parties for their marketing purposes.

We will disclose your data or information if required by law, for example by a court order or for the prevention of fraud or other crime.

We may pass your information on to our third-party service providers, agents or subcontractors for the purposes of completing a task or providing services to you on our behalf. However, we disclose only the personal information necessary to deliver that service and have a contract in place that requires them to keep your information secure and not to use it for their own marketing purposes.

Third party services providers who act as data processors on our behalf:

* **XXXX** provide [list the service e.g. accounting] services to [business name]. They cannot use the data we hold for their own purposes.
* **XXXXX** provide the [system name, such as Xero / Quickbooks] and at times may be required to access our systems for maintenance, upgrade and support services [e.g. external IT support the business may use.

**Transfers outside of the European Economic Area**

We do not share your data with bodies outside of the European Economic Area.

**Keeping your data secure**

When you give us personal information we take steps to ensure that it’s treated securely and strive to protect it on our internal systems.

**Your rights**

You have certain rights over the processing of your personal information by [business name]. These are:

* The right to be informed, which is what this privacy policy is for
* The right to access the data we hold about you
* The right to object to direct marketing
* The right to object to processing carried out on the basis of legitimate interests
* The right to erasure (in some circumstances)
* The right to data portability
* The right to have your data rectified if it is inaccurate
* The right to have your data restricted or blocked from processing

**How you can update your information**

The accuracy of your information is important to us. If you change your contact details or if you want to update any of the information we hold on you, please contact us by email [generic data protection enquiries email account] or by post at [business name], [address]. Alternatively, you can telephone us on [contact telephone number].

**How you can access your personal information**

You have the right to ask for a copy of the personal information [Business Name] hold relating to you. To do this please contact us by email [generic data protection enquiries email account] or by post at [address]. Alternatively, you can telephone us on [contact telephone number].

You also have the right to lodge a complaint about our processing of your personal data with the UK’s [Information Commissioner’s Office](https://ico.org.uk/concerns/).

**Changes to this privacy notice**

We keep our privacy notice under regular review. This privacy notice was last updated on xx/xx/2019.