



**WILSON JAMES LTD**

**BUSINESS CONTACT PRIVACY NOTICE**

18<sup>th</sup> MAY 2018

V1.0

# BUSINESS CONTACT PRIVACY NOTICE

<b>Title</b>	Business Contact GDPR Privacy Notice	<b>Date Issued</b>	May-18
<b>Owner</b>	Chief Information Officer	<b>Date Reviewed</b>	N/A
<b>Scope</b>	This privacy notice applies to representatives of prospective and active Wilson James clients. The information in this Privacy Notice should be provided at the point of data capture or upon the first contact with the individual.		

## About Us

Wilson James Ltd (or 'Us') is registered in England, with the trading address: Chalkwell Lawns, 648-656 London Rd, Westcliff On Sea, Essex, SSO 9HR. For the purposes of the General Data Protection Regulation (GDPR), Wilson James Ltd is a data controller with respect to the personal data that you provide to us.

Wilson James is committed to respecting and protecting your privacy. Questions and comments about this privacy notice are welcomed. These, and any enquiries about the processing of your personal data should be directed to [dataprotection@wilsonjames.co.uk](mailto:dataprotection@wilsonjames.co.uk) in the first instance.

## What is Personal Data?

The GDPR applies to 'personal data' meaning any information relating to an identifiable person who can be directly or indirectly identified by reference to data items such as: name, contact details, unique identification numbers, location data or online identifiers.

## How Wilson James uses your information

In order to maintain business to business relationships, Wilson James needs to collect personal data about you. This is required for the legitimate interests of Wilson James - for correspondence purposes and/or detailed service provision where a contract exists between Wilson James and the organisation that you work for.

Wilson James will process – that means collect, store and use – the information you provide in a manner that is compatible with the GDPR. Wilson James will endeavour to keep your information accurate and up to date and not keep it for longer than is necessary. In some instances, the law sets the length of time information must be kept, but in most cases, Wilson James use a set of retention rules to ensure that data is not retained any longer than to fulfil the purpose for which it has been collected. These retention rules are contained within a Document Control Standard Operating Procedure.

The aim is not to be intrusive and Wilson James will not ask irrelevant or unnecessary questions. Moreover, the information you provide will be subject to rigorous measures and procedures to minimise the risk of unauthorised access or disclosure. These measures are described in the Wilson James Information Security Policy and the Data Protection Policy.

## What information Wilson James may collect from you

Wilson James needs to collect personal data for legitimate interests - for correspondence purposes and/or detailed service provision where a contract exists between Wilson James and the organisation that you work for. Categories of the type of information we may need from you are:

- Name and contact details

- Company and Associated information including Org Charts
- Job title and position
- Head shot photographs
- Business activity and preferences

A description of these legitimate interests:

- To enable an up to date record of your details for standard business correspondence and contact
- To enable us to be responsive to business needs and associated risks
- For crisis communications or correspondence in the event of a problem
- To understand client operations and facilitate effective stakeholder management
- To issue temporary security passes for construction sites
- To appropriately address business related documentation such as purchase orders or invoices to the correct contacts

If you have given Wilson James consent to use your personal information for marketing and communications purposes such as the distribution of a corporate newsletter, you may withdraw this consent at any time, simply by emailing [dataprotection@wilsonjames.co.uk](mailto:dataprotection@wilsonjames.co.uk). We will immediately withdraw your name from our marketing lists. In addition to this, all our electronic marketing material carries an unsubscribe option, so you can also unsubscribe at any time.

During the processing of your information, no automated profiling or decision making takes place.

#### Disclosure of your personal data

Wilson James will never disclose your data to other parties for their own use. Your personal data may be processed by a limited number of service providers for example the company that provides and supports our Customer Relationship Management system. These parties are contracted to Wilson James, are obliged to keep your details secure and use them for no other purpose than to fulfil the service that they provide to us.

#### Your rights

You have the right to access information held about you. You have a right to request a copy of the personal data you have provided, to be sent to you or other parties in machine readable format (data portability). Where there are any changes to the purposes for which your data is processed, or any changes to the way in which your personal data is disclosed, you have a right to be informed of these changes. Wilson James will do this by contacting you with the relevant information in a timely and transparent manner.

You have the right to ask for your personal data to be rectified where there is an inaccuracy and you have the right to ask for your personal data to be erased, where there is no overriding legal basis for it to be retained. You have the right to ask for your data not to be processed for marketing purposes and where any processing of personal data is carried out on the basis of your consent, you have the right to withdraw that consent as easily as it was given.

**You have the right to object to decisions Wilson James has taken about the processing of your personal data and where you believe Wilson James has contravened the General Data Protection Regulations, you have the right to lodge a complaint with the Information Commissioner's Office.**

You have the right to request that processing of your personal data is restricted, where there is an objection or request for rectification pending, or where you require data that would otherwise be deleted to be retained, for example for the defence of legal claims.

For any questions about, or to exercise any of your rights as a data subject, please contact [dataprotection@wilsonjames.co.uk](mailto:dataprotection@wilsonjames.co.uk).