

Privacy Notice

The following information is provided to comply with the requirements of the General Data Protection Regulation.

This privacy statement describes why and how we collect and use personal data and provides information about individuals' rights. It applies to personal data provided to us, both by individuals themselves or by others. We may use personal data provided to us for any of the purposes described in this privacy statement or as otherwise stated at the point of collection.

<p>Identity and contact details of the controller</p>	<p>Connect Insolvency Limited is the data controller. For contact details, please contact Simon Blakey at Connect Insolvency Limited, Clavering House, Clavering Place, Newcastle upon Tyne, NE1 3NG, or by telephone on 0191 245 4817 or by email at info@connectinsolvency.com.</p> <p>Please note, that where an insolvency practitioner of Connect Insolvency Limited is appointed as office holder and the data processing is carried out as part of their statutory duties, the office holder(s) is/are the data controller(s). However, where they are processing data on behalf the company/individual over which they have been appointed, then the data controller is that company/individual. In either case, the data controller(s) can be contacted at: Simon Blakey at Connect Insolvency Limited, Clavering House, Clavering Place, Newcastle upon Tyne, NE1 3NG, or by telephone on 0191 245 4817 or by email at info@connectinsolvency.com. Further information can be found at www.connectinsolvency.com/wp-content/uploads/2018/05/Privacy-Notice-as-office-holder.pdf.</p>
<p>Data subjects</p>	<p>Connect Insolvency Limited collects personal information from its clients, professional contacts, employees, job applicants and suppliers.</p>
<p>How we use your personal information</p>	<p>The purpose for which personal information is processed may include any or all of the following:</p> <ul style="list-style-type: none"> • deliver services and meet legal responsibilities • verify identity where this is required • communication by post, email or telephone • understand needs and how they may be met • maintain records • process financial transactions • prevent and detect crime, fraud or corruption • may also need to use data to defend or take legal actions related to the above
<p>Lawful basis for the processing</p>	<p>Personal information is processed under any or all of the following bases:</p> <ul style="list-style-type: none"> • By consent of the individual to process their personal data for a specific purpose;

	<ul style="list-style-type: none"> • The processing is necessary under a contract with the individual; • To comply with our legal obligations under statute or other regulatory obligations; or • We also believe that you have a legitimate interest in the information being supplied.
What personal information we hold	<p>The categories include, but are not limited to, the following: contact details, bank details, payroll details, bank details, financial and contractual information.</p>
Who we share our data with	<p>Personal data held by us may be transferred to:</p> <p>Third party organisations that provide applications/functionality, data processing or IT services to us</p> <p>We use third parties to support us in providing our services and to help provide, run and manage our internal IT systems. For example, providers of information technology, cloud based software as a service providers, identity management, website hosting and management, data analysis, data back-up, security and storage services. The servers powering and facilitating that cloud infrastructure are located in secure data centres around the world, and personal data may be stored in any one of them.</p> <p>Third party organisations that otherwise assist us in providing goods, services or information</p> <p>Auditors and other professional advisers</p> <p>Law enforcement or other government and regulatory agencies or to other third parties as required by, and in accordance with, applicable law or regulation</p> <p>Occasionally, we may receive requests from third parties with authority to obtain disclosure of personal data, such as to check that we are complying with applicable law and regulation, to investigate an alleged crime, to establish, exercise or defend legal rights. We will only fulfil requests for personal data where we are permitted to do so in accordance with applicable law or regulation.</p> <p>We may also use third parties located in other countries to help us run our business. As a result, personal data may be transferred outside the countries where we and our clients are located. This includes countries outside the EU and countries that do not have laws that provide specific protection for personal data. We have taken steps to ensure all personal data is provided with adequate protection and that all transfers of personal data outside the EU are done lawfully. Where we transfer personal data outside of the EU to a country not determined by the European Commission as providing an adequate level of protection for personal data, the transfers will be under an agreement which covers the EU requirements for the transfer of personal data</p>

	outside the EU.
How long we retain your personal information	We retain personal data for as long as is necessary to achieve the purpose listed above and for any other permissible related purpose. For example, we retain most records until the time limit for claims arising from the activities has expired or otherwise to comply with statutory or regulatory requirements regarding the retention of such records.
Security measures	Connect Insolvency Limited has implemented the following technical and organisational security measures to protect personal data: <ul style="list-style-type: none"> • Encryption of personal data. • Access control and user authentication. • Employee training on information security. • Written information security policies and procedures. • Lockable cabinets and cases.
Your rights	<p>The GDPR provides the following rights for individuals:</p> <p>Right to inform This privacy notice meets our requirement to inform you of our processing of your data.</p> <p>Right to access You have a right of access to personal data held by us as a data controller. This right may be exercised by contacting Simon Blakey at Connect Insolvency Limited, Clavering House, Clavering Place, Newcastle upon Tyne, NE1 3NG, or by telephone on 0191 245 4817 or by email at info@connectinsolvency.com. We will aim to respond to any requests for information promptly, and in any event within one month.</p> <p>Amendment of personal data To update personal data submitted to us, you may email us at info@connectinsolvency.com or, where appropriate, contact us via the relevant website registration page or by amending the personal details held on relevant applications with which you registered.</p> <p>Rights to object You have the rights to object to the processing of your data where we rely on legitimate interests as the legal ground for processing</p> <p>Rights to erasure and restrict processing You have the rights to require us to delete, stop processing or restrict processing of your data, for example where data is no longer necessary for the purposes of processing</p> <p>Rights to restrict data portability You have the rights to restrict your data being transferred to a third party</p>

	<p>Rights that do not apply in these particular circumstances</p> <p>Not all of the rights under the GDPR are available as one of the reasons we are holding your data is on the basis of it being a legal obligation and therefore the right to erasure, data portability and to object do not apply.</p>
Right to withdraw consent	<p>The data received was not based upon obtaining consent and therefore the right to withdraw consent does not apply.</p>
Changes to our privacy statement	<p>We keep this privacy statement under regular review and will place any updates on our website. Paper copies of the privacy statement may also be obtained by writing to us at Connect Insolvency Limited, Clavering House, Clavering Place, Newcastle upon Tyne, NE1 3NG.</p> <p>This privacy statement was last updated on 3 May 2018.</p>
Complaints	<p>Should you want to complain about our use of personal data, please contact Simon Blakey at Connect Insolvency Limited, Clavering House, Clavering Place, Newcastle upon Tyne, NE1 3NG, or by telephone on 0191 245 4817 or by email at info@connectinsolvency.com.</p> <p>You also have the right to lodge a complaint with the Information Commissioner's Office ("ICO") (the UK data protection regulator). For further information on your rights and how to complain to the ICO, please refer to the ICO website.</p>