

## **Our contact details**

Name: Ethikal Ltd

Phone Number: 07887 638619

E-mail: [ethikalltd@gmail.com](mailto:ethikalltd@gmail.com)

(Updated Privacy Notice: 1st August 2021)

## **The type of personal information we collect**

We collect and process the following information:

- Your name, address; email address and phone number.

## **How we get the personal information and why we have it**

The personal information we process is provided to us directly by you for one of the following reasons:

- To make an enquiry about our services.
- To instruct us to act for you in providing services.

Under the U.K General Data Protection Regulation (U.K GDPR), the lawful bases we rely on for processing this information are:

- (a) Your consent. You are able to remove your consent at any time. You can do this by contacting us as detailed above.
- (b) We have a contractual obligation.
- (c) We have a legal obligation.

## **How we store your personal information**

Your information is securely stored and will be kept for a maximum of 1 year or longer if required by law. We will then delete it from our system.

## **Your data protection rights**

Under the Data Protection Act 2018, you have rights including:

Your right of access - You have the right to ask us for copies of your personal information.

Your right to rectification - You have the right to ask us to rectify personal information you think is inaccurate.

You also have the right to ask us to complete information you think is incomplete.

Your right to erasure - You have the right to ask us to erase your personal information in certain circumstances.

Your right to restriction of processing - You have the right to ask us to restrict the processing of your personal information in certain circumstances.

Your right to object to processing - You have the the right to object to the processing of your personal information in certain circumstances.

Your right to data portability - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact us at [ethikalltd@gmail.com](mailto:ethikalltd@gmail.com) if you wish to make a request.

## **How to complain**

If you have any concerns about our use of your personal information, you can make a complaint to us at [ethikalltd@gmail.com](mailto:ethikalltd@gmail.com).

If we are unable to resolve your concerns satisfactorily, you can also complain to the ICO if you are unhappy with how we have used your data.

The ICO's contact details are:

Helpline number: 0303 123 1113

ICO website: <https://www.ico.org.uk>

