

Data Privacy Policy

Your personal data – what is it?

Personal data is information relating to human beings who can be identified, or who are identifiable, directly from the information in question; or who can be indirectly identified from that information in combination with other information. The processing of personal data is governed by the General Data Protection Regulation. (2016/679) (the 'GDPR').

How do we process your personal data?

Elite Squad Ltd recognises the importance of compliance with the GDPR. We comply with our obligations under the GDPR by keeping personal data up to date; by storing and destroying it securely; by not collecting or retaining excessive amounts of data; by protecting personal data from loss, misuse, unauthorised access and disclosure and by ensuring that a private technical measures are in place to protect personal data.

Who is responsible for compliance?

David Ward of Elite Squad Ltd is responsible for compliance with the GDPR.

What is the legal basis for processing your personal data?

Under article 6 of the GDPR our lawful bases for processing and holding personal information are:

- **Contract**, where Elite Squad Ltd has a contract with an individual and we need to process their personal data to comply with our obligations under the contract, or so that the individual can comply with their obligations under the contract; or where we haven't yet got a contract with the individual, but they have asked you to do something as a first step (eg provide a quote) and we need to process their personal data to do what they ask;
- **legitimate interest**, where it is necessary for Elite Squad to use this information in order to provide you with our services - your personal data will only be used to process your requests to provide you with our services and information relating to our services;
- **legal obligation**, where it is necessary for Elite Squad Ltd to process an individual's data in order to comply with a legal obligation to which we are subject.

Sharing your personal data

Your personal data will be treated as strictly confidential and will only be shared with third parties with your consent, or in accordance with a contract between us, or as required by law.

How long do we keep your personal data?

We keep your personal data for no longer than reasonably necessary and use the ICO (Information Commissioner's Office) Guidance to determine how long to retain your personal data.

Your rights and your personal data

Unless subject to exemption (under GDPR) you have the following rights with respect to your personal data:-

- The right to be informed about the collection and use of your data.
- The right to withdraw consent to use your personal data at any time. This can be in the format of verbal or written communication with Elite Squad Ltd and records will be kept of when consent was given and withdrawn. There are no penalties for withdrawing consent to use your personal data. For further information please see the Information Commissioner's Office website.
- The right to erasure of data if consent to processing is withdrawn or where retention of data by us is no longer necessary (also known as 'the right to be forgotten')
- The right to rectify any incorrect data held by Elite Squad Ltd or to complete it if it is incomplete.
- The right to request a copy of your personal data.
- The right to request that we correct any personal data if it is found to be inaccurate.
- The right, where there is a dispute in relation to the accuracy or pressing of your personal data, to request a restriction is placed on further processing.
- The right to request a copy of your personal data.
- The right to have personal data you have provided sent to you, or to someone you nominate, in a structured, commonly used and machine readable format.
- The right to lodge a complaint with the Information Commissioner's Office.

Requests to exercise any of these may be made either verbally or in writing. Exercise of these rights will in general be free of charge, however requests can be refused, or be subject to a reasonable administrative fee if they are manifestly unfounded or excessive. In all cases, requests will be responded to within one month.

Further processing

If we wish to use your personal data for a new purpose, not covered by this notice then we will provide you with a new notice explaining this new use prior to commencing the processing. Where and whenever necessary we will get your consent the new processing.

Breach

In the event of a breach of security leading to the accidental or unlawful destruction, loss, alteration, unauthorised disclosure of, or access to, personal data, Elite Squad Ltd will promptly assess the risk to people's rights and freedoms, take such remedial action as may be necessary or desirable, and if appropriate report this breach to the Information Commissioner's Office.

Contact Details

For any queries contact David Ward - 07811563884 or
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