

SPARK TEAM COMMUNICATION PRIVACY NOTICE

MARCH 2019

Our contact details

- Name: Spark Team Communications
- Contact: Lindsey Simpson
- Address: 271 St Albans Road, Hemel Hempstead, Herts HP2 4RP.
- Phone number: 07966 279013
- Email: lindsey@sparkteamcomms.com

What type of information we have

We currently collect and process the following information:

- Personal identifiers, contacts and characteristics (for example, name and contact details)
- Research information such as focus group data and surveys
- Competition entrant lists
- Mailing list data
- Data from website visits

How we get the information and why we have it

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

- Day to day business activity
- PR and marketing

We also receive personal information indirectly, from the following sources in the following scenarios:

- Data collected through use of our website and social media accounts

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

- Your consent. You are able to remove your consent at any time. You can do this by contacting lindsey@sparkteamcomms.com.
- We have a contractual obligation.
- We have a legal obligation.

What we do with the information we have

- We will only use your data for the legitimate business purposes and will never share it.
- We do not share data outside the EU.

How we store your information

- We are committed to taking appropriate technical, physical and organisational measures to protect personal data against unauthorised access, unlawful processing, accidental loss or damage and unauthorised destruction.
- We keep personal data for six years after our last mutual contact with you. We will then delete electronic data and shred and dispose of physical records.

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Your data protection rights

Under data protection law, 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 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 information in certain circumstances.
- **Your right to object to processing** - You have the the right to object to the processing of your personal data in certain circumstances.
- **Your right to data portability** - You have the right to ask that we transfer the 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 by email at lindsey@sparkteamcomms.com if you wish to make a request.

How to complain

You can also complain to the ICO if you are unhappy with how we have used your data.

- The ICO's address:
Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF
Helpline number: 0303 123 1113