

The Archive-Skills Consultancy Ltd

Privacy Notice

Introduction

The Archive-Skills Consultancy (TASC) is a Limited Company registered with Companies House. Our Company Number is 6525942. We provide clients with archives and records management expertise, services and training. The privacy of our clients, training participants and associates, the data subjects, is important to us. This policy sets out the kind of personal data we hold and our procedures and obligations under the UK Data Protection Act of 2018 and the EU General Data Protection Regulation.

Data Controllers

The Joint Data Controllers are Janet Foster and Margaret Crockett, Co-Directors of TASC.

Data Subjects, Data Source and Purpose of Data Processing

We collect personal data from and hold it for the following types of individuals:

1. Company Directors
2. Company Associates
3. Clients
4. Training participants and their employers/managers

These are the data subjects.

We do not collect or otherwise process data from any source apart from the data subjects themselves and their employers or managers. This data is provided for us to fulfill an intended or actual contract with the data subject. Such contracts are solely for providing training to individuals, delivering and charging for consultancy projects to clients and for making payments to associates in return for their services.

We process personal data for the following purposes:

- to register participants on our training courses, to inform them in advance of course details and to collect payment
- to make payments to Associates in accordance with agreements for their services
- to communicate with clients and their representatives in accordance with agreements to supply them with our services
- to manage the Co-Directors' time, services delivery and dividend payments

We do not track or collect data from other sources such as social media and we do not create profiles or otherwise use personal data on our participants, associates or clients for

anything other than the purposes stated above. We do not use any form of automated decision-making in connection with the personal data we hold.

Legal Basis

The legal basis on which we process personal data is to comply with a contract or an intended contract. We do not retain personal data on a consent basis since we do not maintain mailing lists for advertising, publicity or any other purpose.

Data Categories

The personal data is limited to contact information, job title, place of employment. Occasionally we will hold personal addresses, personal bank accounts and dietary requirements. We do not collect or hold any special categories of data.

Data Processors and Data Recipients

Personal data is processed by one or both of the TASC Directors. All personal data is held securely on the two Directors' computers and in the secure email and website service provided by UK2.

We only share personal data with the Cooperative Bank and Higgs Limited, our Accountants. We are satisfied that both companies abide by the UK Data Protection Act and the EU General Data Protection Regulation. We do not transfer personal data to 3rd countries (countries outside of the EU General Data Protection Regulations jurisdiction).

Data Subject Rights

Data subjects have the following rights with respect to the personal data which we process:

- Access to their personal data: on request, we will provide data subjects with a copy of all the data we hold on them
- Restriction on the processing of their personal data: we will restrict the use of personal data on request by the data subject
- Rectification of their personal data: we will correct any errors in the data on request by the data subject
- Erasure of their personal data: we will delete or destroy any data on request by the data subject
- Objection: data subjects can object to the way we use their data
- Portability: we will transfer data to another processor on request by the data subject
- Lodge a complaint with the Commissioner: their website is <https://ico.org.uk/>; their live chat service is ico.org.uk/livechat; their helpline is 0303 123 1113

We do not use personal data for profiling or automated decision-making purposes so the right of data subjects not to be subject to a decision based on automatic processing is not currently applicable.

Retention of Personal Data

We retain personal data on Company Directors and Associates for the duration of their association with the Company plus 6 years in order to manage service delivery, payment of fees and dividends and for accounting purposes.

We retain records of projects, which may include client personal data, for 6 years after the end of the contract.

We delete all personal data for training course participants 6 months after the end of the course or 6 months after payment of course fees, whichever is longer. This allows us time to collect payment and/or to send out additional training information and resources as necessary.

Date of Policy: May 2018

Date of Review: May 2020

The Archive-Skills Consultancy Ltd

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