

Gillian Reading Business Services

Privacy Policy

This Privacy Policy details how Gillian Reading Business Services protects personal information that we collect and hold for and on behalf of our clients.

We are committed to protecting and respecting our client's privacy.

If you have any questions relating to our Privacy Policy please contact Gillian Reading, Gillian Reading Business Services, Moors Farm, East Knoyle, Salisbury, SP3 6BU, by email gillian@gillianreading.co.uk or telephone 01747830606.

- We hold data on behalf of our clients, collated over the time we work with each client. This data is necessary for us to complete the work we are engaged to do for each client and is handed over on exchange of contract with each client and with their consent.
- Our administrative services rely on using client's data in ways they would reasonably expect and which have a minimal privacy impact. We are not using individual data in ways that would be intrusive or which could cause harm. We process some client data on legitimate interest grounds.
- The personal information that we hold for each client is anything that is required to carry out the administrative tasks we are engaged in.
- Personal information is held securely and until a contract is terminated with a client. On termination of a contract, data is either returned to the client or shredded, depending on the request of the client.
- Personal data is only shared with employees and associates of Gillian Reading Business Services to enable them to carry out tasks for the client, with client consent.
- Clients have a right to ask for copies of information we hold which is used for us to carry out our tasks.
- Clients have the right to withdraw consent for the use of their information, on the understanding that this will limit our ability to complete tasks on their behalf.
- Any non-sensitive details (email address etc.) are transmitted normally over the Internet, and this can never be guaranteed to be 100% secure. As a result, while we strive to protect your personal information, we cannot guarantee the security of any information you transmit to us, and you do so at your own risk. Personal and sensitive information is kept securely.

- Like many other websites, the Gillian Reading Business Services website uses cookies. 'Cookies' are small pieces of information sent by an organisation to your computer and stored on your hard drive to allow that website to recognise you when you visit. They collect statistical data about your browsing actions and patterns and do not identify you as an individual. It is possible to switch off cookies by setting your browser preferences. Turning cookies off may result in a loss of functionality when using our website.
- We keep this Policy under regular review. This Policy was last updated in May 2018