



DTP PRIVACY STATEMENT

For the purposes of the General Data Protection Regulation ('GDPR'), the data controller is David Tolson Partnership Ltd ('DTP'), which is a company registered in England and Wales. No 05815150 VAT Registration 858 1678 78. David Tolson Partnership Ltd is authorised and regulated by the Financial Conduct Authority. David Tolson Partnership Ltd's registered office is Richard House, 9 Winkley Square, Preston, PR1 3HP.

DTP (we, us or our) are committed to protecting and respecting your privacy. Please read this privacy statement (the 'Statement') carefully to understand our views and practices regarding your personal data and how we will treat it.

The personal data we gather will be held securely and used only for reasons where there is a legitimate interest.

This Statement sets out the basis on which any personal data we collect from you, or that you provide to us, will be processed by us.

Questions, comments and requests regarding this Statement are welcomed and should be addressed to Andy Roskell at a.roskell@dtp.uk.com.

If you believe that any personal data we have about you is incorrect or incomplete, then please contact us via the email address provided above, as soon as possible.

Information we may collect from you

We may collect and process the following data about you:

- Information that you give us i.e. through information (e.g. curriculum vitae) provided for job application purposes. Information may be contained in emails or other correspondence from you and records of telephone calls or meetings with you. Information may include your name, your address, email address and phone number, personal description and photograph.
- Information that we collect i.e. if you complete surveys that we use for research purposes, or if you report a problem on our web-site. Information may include details of transactions that you carry out through us and of the fulfilment of our services to you. Information may include details of your visits to our web-site (including, but not limited to, traffic data, location data, weblogs and other communication data, whether this is required for our own billing purposes or otherwise) and the resources that you access. Information may include your interests and preferences so we can select what briefings and event notifications we send you.
- Information that we receive from other sources i.e. curriculum vitae for job applications for roles for clients of ours, for whom we have been contracted to act.

Uses made of the information

We use information held about you in the following ways:



- To carry out our obligations arising from any contracts entered into between you and us and to provide you with the information, products and services that you request from us;
- To process and acknowledge any job application (including placements and assignment) that you make;
- For the purposes of general administration;
- To provide you with advice and carry out your instructions;
- To issue bills and arrange payment with you;
- To provide you with information about events, products or services, legal updates and news that you request from us or which we feel may interest you, where you have consented to be contacted for such purposes;
- To conduct appropriate anti-fraud or credit reference checks;
- To notify you about changes to our service;
- To perform bookings and associated administration when you book to attend any of our events.

We will also use your data in order to carry out identity and credit reference checks and otherwise to comply with our obligations under anti-money laundering legislation, which may include disclosure to the Serious Organised Crime Agency in some circumstances. We may also be obliged to disclose personal information about our clients to the Financial Conduct Authority and certain other regulators. We may also disclose your contact details and details of our invoices to you to tracing agents' debt collectors and courts.

Disclosure of your information

We may share your personal information with selected third parties including:

- Business partners, suppliers and sub-contractors for the performance of any contract we enter into with them or you;
- Analytics and search engine providers that assist us in the improvement and optimisation of our website.

We may disclose your personal information to third parties:

- In the event that we sell any business or assets, in which case we may disclose your personal data to the prospective buyer of such business or assets;
- If we are under a duty to disclose or share your personal data in order to comply with any legal obligation, or in order to enforce or apply our terms of use, and other agreements; or to protect our rights or property, or the safety of our customers, or others; this includes exchanging information with other companies and organisations for the purposes of fraud protection and credit risk reduction; and
- Any of our employees, officers, insurers, professional advisers, agents, suppliers or subcontractors insofar as reasonably necessary for the purposes set out in this policy

Data transfer

Your personal data will not be transferred to countries or territories outside the European Economic Area (the EEA).



Links

Our website may, from time to time, contain links to and from the websites of third parties. If you follow a link to any of these websites, please note that these websites have their own privacy policies and that we do not accept any responsibility or liability for these policies. Please check these policies before you submit any personal data to these websites.

Access to information

GDPR gives you the right to access information held about you. Your right of access can be exercised in accordance with GDPR. An administration cost may be applied. The personal data we gather will be held securely and used only for reasons where there is a legitimate interest.

Where we store your personal data

We will take reasonably necessary steps to ensure that your data is treated securely and in accordance with this privacy policy.

Once we have received your information, we will use strict procedures and security features to try to prevent unauthorised access.

Your rights

You have the right to ask us not to process your personal data for marketing purposes. We will usually inform you (before collecting your data) if we intend to use your data for such purposes or if we intend to disclose your information to any third party for such purposes. You can exercise your right to prevent such processing by checking certain boxes on the forms we use to collect your data. You can also exercise the right at any time by contacting us at: a.roskell@ntp.uk.com.

Business contact details

Questions, comments and requests regarding this Statement are welcomed and should be addressed to:

Andy Roskell, Managing Director – DTP

T: 07977 464459

E: a.roskell@ntp.uk.com

REVIEW DATE: 24 May 2018