

Privacy Notice

Contact details

Jonny Gutteridge, 1 Birkin Avenue, Ruddington, Nottingham NG11 6BJ, United Kingdom, email jonny@jonnyg.co.uk. You can contact Jonny Gutteridge for all data protection matters.

The personal information I hold, where I get it and why I have it

I hold what UK law describes as personal data to enable me to meet my contractual obligations to my clients and to enable efficient service to clients when they contact me.

When a new client or collaborator contacts me I make a record of the contact details they share with me, which may include their name, organisation name, job title or role description, team or department, email address and telephone numbers. This helps me to provide an efficient service to clients who email me by ensuring that I can check who they are, who they work for and what they do.

I retain email correspondence for the three full financial years preceding the current year. My financial years run from April to March. So, for example, in the year April 2018 to 2019 I have email correspondence for that year and for the years 2015-16, 2016-17 and 2017-18. This is to support my ability to meet my obligations for financial reporting and to enable me to answer queries raised by clients about activities and invoices raised in the preceding three financial years.

I hold copies of invoices and client contracts for six years, in line with UK law for company finances.

What I do with the information

The information is used to maintain accurate financial records and enable efficient response to client communications.

How I store your information

The information is held in a password-protected cloud-based document storage system.

Website cookies

My website uses a service called Weebly for its site hosting and management and Weebly collects and processes some information from each site visitor. Its privacy policy can be found at <https://www.weebly.com/uk/privacy> (last updated 13th December 2018). I do not knowingly have access to this data, hold it, or process it.

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, I have one month to respond to you.

Please contact me at jonny@jonnyg.co.uk if you wish to make a request.

How to complain

You can also complain to the ICO if you are unhappy with how I 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