

Website Privacy Policy

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Business Name:	Spartan Consultants
Business Address For Data Enquiries:	12 Turner Grove Kesgrave Ipswich IP5 2XQ
Business Telephone Number For Data Enquiries:	07810 370141
Date Last Revised	23 rd May 2018

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Introduction

This policy is in relation to how we collect, store and process personal data on our website. It covers five main areas,

- 1) Contact Forms
- 2) Analytics
- 3) Firewall
- 4) Website Backups & Maintenance
- 5) Using Your Data

The website is kept up to date and uses a secure socket layer encryption (SSL) to ensure all data transmitted across the internet is encrypted. The database and website files are held on a server in a secure datacentre protected both physically and electronically by security process.

In all instances we do not share your data with any third party (unless otherwise stated) and only use it in direct relevance to the reason it was given to us in the first place.

In all instances we are happy to share with you what personal data we might have and you can contact us by phone or in writing at the details above.

Contact Forms

We use contact forms on our website, this means that if you wish to contact us you can use the forms.

The form(s) will ask you for your name and email address. In some cases, more information is collected which is relevant to the nature of the enquiry.

This is how we process your information:

You will be asked if this is OK to process this information before you submit the form. Because we need this information to effectively respond we will not process the form without your permission.

Once you have submitted the information it will send an email to us where we will respond to you appropriately. We will delete the email when the enquiry has reached an end.

This is how we store your information:

In some cases, we keep a version of the contact form in our website database so that we can ensure we have a copy of your original contact.

You will be asked for permission to store this information when you go to submit the form. If you do not give permission to store the information but just to process it you can still submit the form (as long as you agree for us to process the information).

This is how we use your information:

We only use your data in conjunction with the enquiry you made.

Analytics

We use Google analytics to track the number of visitors to our site. We have ensured that the data collected using Google Analytics is anonymous and that IP anonymization is employed.

This is how we process your data

Under the definitions outlined in the GDPR regulations we are the controller of data and not the processor of data. Google have the obligation to conform to the GDPR regulation.

This is how we store your data

As Google is the data processor they will have their own policy on how they store data.

Firewalls

We use multiple firewall solutions that asks for your IP address before allowing access to our website, this data is anonymized and only gathered as a legitimate interest to ensure only legitimate people can access the website. The firewall providers are the processor of this data and we can provide you with their contact information on request.

Website backup and maintenance

We backup the website on a regular basis, each of these backups will have a complete replica of the website, including the data stored within it.

The backups are managed by PC Futures Ltd which use third party software to make the backups. Backups are a key element to business continuity and as such are a legitimate interest reason for processing and storing the data. We therefore do not need explicit permission to store process and store this data. The backups have a 90 day retention policy so if any request to remove personal data is made it can take 90 days for any archived version of your data to be removed.

Using Your Data

In addition to the above, personal information which you supply to us may be used in a number of ways, for example:

- Answering your enquiry
- Delivering consultancy or training services
- Writing CVs or cover letters
- Communication with you in line with services provided

The lawful ground for any data we process is legitimate interest. We will only use your personal data for a purpose it was collected for or a reasonably compatible purpose if necessary.

Disclosures of data

We may have to share your personal data with the parties set out below:

- Service providers who provide IT and system administration services.
- Professional advisers including lawyers, bankers, auditors and insurers
- Government bodies that require us to report processing activities.

We require all third parties to whom we transfer your data to respect the security of your personal data and to treat it in accordance with the law. We only allow such third parties to process your personal data for specified purposes and in accordance with our instructions.

Retention of data

Information such as CVs, business plans or marketing plans will be kept for a maximum of 2 years after our work with you has been completed in order to fulfil any reviews or amendments requested

by you. Information for ongoing clients will continue to be kept on the grounds of legitimate interest.

We are required by law to keep business records about our customers for at least 5 years after the 31 January submission deadline of the relevant tax year.