

# PPP Management Privacy Statement

Registered address: The Copper Room, Deva Centre, Trinity Way, Manchester M3 7BG

This privacy statement was updated on 1 February 2020 and is effective immediately. It tells you everything you need to know about how PPP Management Ltd process, control and protect your personal data and the rights that you have in relation that data. This privacy statement is regularly updated to reflect any changes in the way we handle your personal data or any changes to applicable laws.

## PROTECTING YOUR PERSONAL DATA

PPP Management attaches great importance to your right to privacy and the protection of your personal data. We want you to feel secure that when you deal us your personal data is in good hands. We protect your personal data in accordance with the applicable laws and our data privacy policies. We have appropriate technical and organizational measures in place to protect your personal data against unauthorized or unlawful processing and/or against accidental loss, alteration, disclosure or access, or accidental or unlawful destruction of or damage. We collect personal data on the following individuals:

Employees so that we can pay them	Clients so that we can interact with them
Shareholders for governance reasons	Suppliers so that we can order from and pay them
	Business contacts to network, develop leads and share best practice

## What information do we hold and how do we collect it?

What information we hold	What we use it for	Our lawful basis for holding this information	When we delete it
Your Name, address (if given), telephone numbers, email address	<ul style="list-style-type: none"> <li>So that we can contact you regarding a contract we have with you</li> </ul>	It is <i>Necessary for a Contract</i> we have with you	It is kept for our own records while we have a contract with you unless you request that we remove it from our database. Historical data is deleted after 6 years
Information you have made public access such as social media, online directories and internet searches	<ul style="list-style-type: none"> <li>To interact with you on line</li> </ul>	<i>Public information</i>	Social media interactions on our company social media profiles will remain there until you request that we remove it. Historical data is deleted after 10 years
Computer IP address and Cookie ID	<ul style="list-style-type: none"> <li>When you contact us via our on line portal</li> <li>Our website contains a banner explaining what cookies are placed on your device</li> </ul>	It is <i>Necessary for a Contract</i> we have with you	Website data and history are kept for our own records for 10 years or until you advise us that we should remove it from our database
Bank account details	<ul style="list-style-type: none"> <li>To make payments to suppliers</li> </ul>	It is <i>Necessary for a Contract</i> we have with you	Transaction information is kept for 7 years



### **Who do we share your personal information with?**

We do not routinely share your information except in the following circumstances:

- Details of financial transactions are shared with our Accountant.
- Your computer details e.g. IP address are shared with our website provider.
- We may share information with law enforcement or security agencies if it is requested.
- We may need to share information with legal entities should we need to enforce our legal rights or defend legal proceedings.

### **What happens if you do not wish to share your personal data with us?**

We are unable to enter into a contract with you unless we have this information about you.

If you provide us with personal data of another person (for instance, a potential employee/referral), you are responsible for informing that person that you have provided us their information. We will let them know where we obtained the information on the first occasion that we contact them.

### **Transferring your data outside of the United Kingdom**

We do not share your personal information outside the United Kingdom.

### **Sensitive data**

We do not collect or process sensitive data.

### **Data security**

We are committed to data security and have appropriate organizational, physical and technical security measures in place. We commission regular scans of all computer systems by an independent vulnerability tester and only process your personal data in accordance with the applicable data privacy laws (including the General Data Protection Regulation).

### **Retention Periods**

We will retain your personal data only for as long as is necessary (as listed on page 1 of this policy). Thereafter personal data is deleted in accordance with industry best practice.

### **Your rights and your personal data**

You have the following rights with respect to your personal data:

- The right to request access to and a copy of the personal data which we hold about you;
- The right to ask us to correct any personal data if it is found to be inaccurate or out of date;
- The right, where there is a dispute about the accuracy or processing of your personal data, to request a restriction is placed on further processing;

In all cases you must provide us with evidence of your identity before we will respond to a subject access request. We would prefer if your request sent to us in writing with a signed for delivery service. We may contact you to confirm the details of your request in order ensure that we provide the detail that you require.

### **HOW WE USE COOKIES**

The cookies on our website are purely functional cookies. We do not use tracking technologies.

### **CONTACT US**



Please contact us if you have any questions about how we protect your personal data or if you wish to exercise your rights in relation to your personal data. If you wish to make a complaint about our use of your data you have the right to contact the Information Commissioner's Office (ICO), Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF (Telephone: 0303 123 1113 or <https://ico.org.uk>).

