

## **PRIVACY STATEMENT**

At Donald Carter and Partners we take your privacy very seriously. The purpose of this statement is to set out our principles governing the use of personal data we may obtain about you.

### **Who we are**

Donald Carter and Partners is the “Controller” of the personal data you provide us. We are registered with the Information Commissioner’s Office (ICO) and our registration number is [ZA377083](#).

### **The information we collect**

In most circumstances we will only collect basic personal data about you, which does not include any special categories of personal data (known as “sensitive personal data”). This data may however include name, email and/or other contact details.

### **Sharing information**

All the personal data is received and processed in the UK by our employees, agents, advisors, suppliers, contractors and/or partners. Donald Carter and Partners will not trade, sell or share your personal identifiable data for use by any third parties unless we have been authorised by you or are required by law to do so.

Please be aware however that your data may be stored on a cloud based system or on servers based outside the UK but within the EU.

### **How long we keep information**

We keep your personal data for no longer than reasonably necessary for the purposes for which it is provided. We will only keep personal data for longer if authorised by you or if we are required to do so by law.

### **Your rights**

If you wish to see, correct, update or delete any of the personal data that we hold about you, please write to Donald Carter and Partner, 15 Jury Street, Warwick, CV34 4EH, with your request. If you wish to raise a complaint on how we have handled your personal data, you can contact our Data Protection Officer by writing to Donald Carters and Partners, 15 Jury Street, Warwick, CV34 4EH, who will arrange for an investigation of the matter. We recommend that correspondence is sent recorded delivery and/or with proof of postage.

If you are not satisfied with our response or believe we are processing your personal data not in accordance with the law you can complain to the Information Commissioner’s Office, [ico.org.uk](http://ico.org.uk).

### **Notification of changes**

We may occasionally modify our privacy policies, notices and statement. When this happens, we will provide details as to the changes on this web page, at the point of data collection or by contacting you directly. We will not significantly change how we use information you have already given to us without your prior agreement.