



PRIVACY POLICY NOTA BENE CONSULTING LTD

Our contact details

Name: Neal Byers

Address: 97 Norton Park Road, Sheffield S8 8GR

Phone Number: 07779 016059

E-mail: neal@notabeneconsulting.co.uk

The type of personal information we collect

We currently collect and process the following information:

- Identity Data includes first name, last name, preferred pronoun, date of birth, gender, username or similar identifier, title.
- Contact Data includes home address, email address and telephone numbers, as well as details of any additional persons for whom copy correspondence is required.
- Financial Data includes bank account, payment.
- Hours worked.

How we get the personal information and why we have it

Most of the personal information we process is provided to us directly by you for one of the following reasons:

- To communicate with you
- To comply with our statutory duties as an employer
- For payroll and other payments

We also receive personal information indirectly, from the following sources in the following scenarios:

- Sheffield Hallam University are sponsoring the Internship and will share information relevant for an internship.

We use the information that you have given us in order to communicate with you and as a record of the internship.

We may share this information with Sheffield Hallam University.

Under the General Data Protection Regulation (GDPR), the lawful bases we rely on for processing this information are:

(a) Your consent. You are able to remove your consent at any time. You can do this by contacting Neal Byers.



(b) We have a contractual obligation.

(c) We have a legal obligation.

How we store your personal information

Your information is securely stored on the Nota Bene Consulting One Drive.

We keep identify and contact information for five years. We will then dispose your information by deleting the data from our servers and any relevant information held in email.

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 personal 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 personal information in certain circumstances.

Your right to object to processing - You have the the right to object to the processing of your personal information in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact us at neal@notabeneconsulting.co.uk if you wish to make a request.



How to complain

If you have any concerns about our use of your personal information, you can make a complaint to us at neal@notabeneconsulting.co.uk.

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

ICO website: <https://www.ico.org.uk>