

P T A L

(1) Here at PTAL we take your privacy seriously and will only collect and use your personal information for:

- fulfilling our contractual requirements
- contacting you appropriately with details of our services
- invites to Company events
- sharing limited publicity information
- recruitment purposes
- compliance with the law and regulations

Consent is required for PTAL to process personal data, but it must be explicitly given. You may withdraw consent at any time by making a request by email to the Company to do so. You have a right of access to your personal data. If you change your email address or other contact details then let us know. You should not hand to us any personal data you do not have permission or a legal right to hand to us.

If several clients instruct us jointly we will share data between them (unless they tell us not to do so and the law and regulation permits us to comply with that instruction).

If you want us to stop contacting you about a current work matter we are currently handling for you then let us know.

PTAL will never pass your personal data on to other third-party organisations.

(2) We retain files for legal purposes after a matter has ended as required by law. Some of your data will be stored digitally and some in hard copy form. We use the personal data you give to us to keep client records, to perform work for you and to comply with the law and regulations. Where required, we may share your personal data with our regulators, advisers and insurance company on the basis they will keep it confidential.

After completion of a matter we are entitled to keep all your papers and documents until money owed by you to us is paid. You can terminate your instructions to us at any time in writing but we may retain the papers until you have paid all fees, charges and expenses owing. Normally, after 15 years from the completion of a project your file and papers sent to us will be destroyed without notice to you although in some cases it may be a longer or shorter period.

(3) Your right to data portability under Article 20 and data erasure under Article 17.

We know how to recognise a request for data portability under Article 20 GDPR and/or a request for data erasure under Article 17 GDPR and we understand when each right applies. Individuals have the right to receive their personal data and store it for further personal use or have it erased.

Unless we have a valid reason to refuse a request, we will ensure that we will transmit your data in a structured, commonly used and machine-readable format. This will ensure that there is a secure method to transmit your personal data.

The personal data will be transmitted or erased (as appropriate) without undue delay and, in any event, within one month of receipt.

PETER TAYLOR ASSOCIATES LIMITED
THE ROLLER MILL · MILL LANE
UCKFIELD · EAST SUSSEX TN22 5AA

-

TELEPHONE + 44 (0)1825 768 377
FACSIMILE + 44 (0)1825 765 752
EMAIL SOUTHERN@PTAL.CO.UK

-

WWW.PTAL.CO.UK