

|             |                       |       |             |           |           |
|-------------|-----------------------|-------|-------------|-----------|-----------|
| WDS-QMP-110 | <b>Privacy Policy</b> |       |             | Rev 2     | Pg 1 of 3 |
| Issued by:  | JAD                   | Date: | 01/Oct/2024 | Approved: | JAD       |

## Privacy Policy

This is the privacy notice of Warley Design Solutions Ltd (WDS). In this document, "we", "our", or "us" refer to Warley Design Solutions Limited.

We are Company Number 06488160 registered in England & Wales. Our registered office is at Unit 3 Bentalls Business Park, Bentalls, Basildon, Essex SS14 3BN.

## Introduction

This is a notice to inform you of our policy about all information that we record about you. It sets out the conditions under which we may process any information that we collect from you, or that you provide to us. It covers information that could identify you ("personal information"). In the context of the law and this notice, "process" means collect, store, transfer, use or otherwise act on information.

Our policy complies with UK law accordingly implemented, including that required by the EU General Data Protection Regulation (GDPR).

The law requires us to tell you about your rights and our obligations to you in regards to the processing and control of your personal data. We do this now, by requesting that you read the information provided at [www.knowyourprivacyrights.org](http://www.knowyourprivacyrights.org)

## The type of personal information we collect

We currently collect and process the following information:

- Personal identifiers such as name, title or position in company
- Contact details such as phone numbers and email address

**We do not share, or sell, or disclose to a third party, any information collected.**

## 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:

- So that we may discuss or enter into a commercial relationship including the execution of work
- For reasons of building a professional network of peers, prospective clients and suppliers

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 us at the address provided under "Our Contact Details", below.
- (b) We have a contractual obligation.
- (c) We have a legal obligation.

|             |                |       |             |           |           |
|-------------|----------------|-------|-------------|-----------|-----------|
| WDS-QMP-110 | Privacy Policy |       |             | Rev 2     | Pg 2 of 3 |
| Issued by:  | JAD            | Date: | 01/Oct/2024 | Approved: | JAD       |

(d) We have a legitimate interest.

### How we store your personal information

Your information is stored either:

- in our electronic address books within our email tools
- in the form of a physical Business Card that you may have provided to us

### 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 right to object to the processing of your personal information in certain circumstances.

Your right to data portability - You have the right to ask that we transfer the personal information you gave us to another organization, or to you, 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.

### Our contact details:

Name: John Durban

Address: Unit 3 Bentalls Business Park, Bentalls, Basildon SS14 3BN

Phone: 01277 261066

Email: [jdurban@warleydesign.co.uk](mailto:jdurban@warleydesign.co.uk)

### How to complain

If you have any concerns about our use of your personal information, you can make a complaint to us at the address provided above.

You can also complain to the ICO (Information Commissioner's Office) if you are unhappy with how we have used your data.

|             |                       |       |             |           |           |
|-------------|-----------------------|-------|-------------|-----------|-----------|
| WDS-QMP-110 | <b>Privacy Policy</b> |       |             | Rev 2     | Pg 3 of 3 |
| Issued by:  | JAD                   | Date: | 01/Oct/2024 | Approved: | JAD       |

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>

The policy review date is 01/Oct/2027

**John Durban**

**Director**

**Signed:**



**Date: 01/Oct/2024**