

## **K-meson Consulting Privacy Notice**

John Wilson, trading as K-meson Consulting (“I”) promise to respect the confidentiality of any personal data you share with me, or that I have access to through my business activities, and to keep it safe. I will always take every effort to protect your privacy.

I pride myself on my honesty and openness and will always be clear how, when and why I collect and process your information; I promise I will never do anything with your details that you wouldn't reasonably expect.

**I collect information in the following ways:**

### **When you give it to me DIRECTLY**

There are limited ways you may give me your information directly. Either through my Website contact form, direct email, face to face meeting or telephone conversation.

### **When you give it to me INDIRECTLY**

For operational reasons, customers may provide me with access to administrative tools that expose their employee names and email details, as well as shared file storage. I protect this data in the same way as I protect the data relating to my own business.

### **Via Social Media**

Depending on your settings or the privacy notices for social media and messaging services like Facebook, WhatsApp, LinkedIn or Twitter, you might give me permission to access information from those accounts or services.

### **Via information available publicly**

This may include information found in places such as Websites, Companies House and information that has been published in articles/newspapers.

### **Cookies**

I do not use cookies on my website as it is only used to provide information about my business and does not capture any data apart from details you input into my enquiry form.

### **What personal information I collect and how I use it**

I will only ever capture the minimum amount of information that I need to in relation to your enquiry, or services I provide to you and I promise to keep your information secure. The personal data I will usually collect is:

- Your name
- Your contact details
- Details of the enquiry, service or product

Where it is appropriate, I may also ask for additional information

## **How I will use your data**

I will use your personal data for the legitimate interest of conducting core business activities, these will include:

- Providing you with the services, products, or information you asked for
- Communicating important messages specifically to you or to my wider contact sphere where appropriate
- Keeping a record of your relationship with me
- Understanding how I can improve my services, products, or information
- In any other way I may describe when you provide the information
- For any other purposes with your consent

### **Sensitive information**

I do not collect any personal information on customers or contacts classified as 'sensitive' under GDPR.

## **Sharing with third parties**

I will never commercially sell your personal data to anyone else.

I will only ever share your personal data if required to fulfil a task that needs third party involvement, but only if I have your explicit and informed consent at the time of sharing.

However, I may need to disclose your details if required to the police, other agencies, for example HMRC, regulatory bodies or my legal advisors. Should this be the case you will be informed that this data sharing is taking place.

## **How I keep your information safe and who has access to it**

I ensure that there are appropriate physical and technical controls in place to protect all my data including any personal details of customers etc. that I hold. I am the only person who has access to my business data and systems that provide these details are protected by password.

I have a duty to report certain types of personal data breaches to the relevant supervisory authority, and where feasible, I will do this within 72 hours of becoming aware of the breach. If a breach is detected and likely to result in a high risk of adversely affecting you, I will inform you without undue delay.

## **Where I store your information**

Your personal information will be hosted securely within the UK on my personal hardware and UK based data centres provided by Microsoft. As a third party is involved in the data storage, please refer to the Privacy Notice provided by Microsoft for further detail here:

<https://privacy.microsoft.com/en-gb/privacystatement>

## **How long I retain your information and how I keep it up to date**

I will only keep your information for as long as I need it to assist you with your enquiry or fulfil my contract to provide services. There are statutory timescales on how long I should keep your information, for example, accounting transactions that would include your business details need to be retained for up to 7 years. I shall delete your information according to these statutory limits, or according to guidance issued by the Information Commissioner.

## **Your rights**

The General Data Protection Regulations gives you certain rights and these are listed below for your convenience, further clarification of your rights is available on the Information Commissioners Website <https://ico.org.uk/fororganisations/guide-to-the-general-data-protection-regulation-gdpr/individual-rights/>

- You have a right to be informed when your personal data is being collected, what is collected and how it will be used or shared.
- You have a right of access to your personal data: the right of access allows you to be aware of and verify the lawfulness of the processing of your personal data.  
You can also request a copy of the information which I hold on you. This information will be provided free of charge, unless the request is found to be manifestly unfounded or excessive then a reasonable fee will be charged. The application should be made in writing, by letter or email, and addressed to me.  
Applicants should be aware that where requests are manifestly unfounded or excessive, in particular because they are repetitive, I can:
  - charge a reasonable fee taking into account the administrative costs of providing the information
  - or refuse to respond.
- You have a right in certain circumstances to have inaccurate personal data rectified, blocked (restrict processing), erased (right to be forgotten), or destroyed.
- You have a right in certain circumstances to object to the processing of your personal data for such reasons as direct marketing, automated decision making, profiling; although I can confirm I make no decisions on you using an automated process.
- You have a right in certain circumstances to data portability.

I collect and process your personal data through legitimate interests or because you have provided it to me to enable me to deliver a service to you. I will only process your personal data as you would reasonably expect me to.

Finally, if you are unhappy with how I have processed your information, you have the right to lodge a complaint with the Office of the Information Commissioner, contact details below.

## **Changes to this privacy notice**

I may change this privacy Notice from time to time. If I make any significant changes in the way I treat your personal information I will make this clear on our Website [www.rotarygbi.org](http://www.rotarygbi.org) or by notifying you directly.

## **My contact details**

John Wilson  
K-meson Consulting  
5 York Road  
Teddington  
Middlesex  
TW11 8SL

Tel: 020 8255 4965

Email: [jw@k-meson.com](mailto:jw@k-meson.com)

## **Complaints**

If you are unhappy with how I have processed your personal information, please firstly contact me to discuss your issue. If you are still unhappy you may contact the following:

### **Information Commissioner's Office**

Wycliffe  
House  
Water  
Lane  
Wilmslow  
Cheshire, SK9 5AF

Helpline: 0303 123 1113 (local rate) or ++44 1625 545 745