

“Service Contract Consultancy helps its clients to build stronger, more profitable relationships with their customers by providing customised, robust yet equitable contract documentation that accurately reflects their services and supports their aspirations”

Privacy Notice

Who are we?

References to ‘us’ or ‘we’ are references to Service Contract Consultancy Ltd. Our company registration number is 07796728.

What is the purpose of this Privacy Notice?

Your privacy is very important to us. The purpose of this Privacy Notice is to explain who we are, the Personal Data we collect, how we collect it and how we use it. In summary we use very limited Information about you (which may contain an element of Personal Data). What we mean by ‘Information’ is explained in the following paragraph.

What kind of Personal Data do we collect?

The Information we collect is restricted to your name, your company address, your company email address, your company telephone number and, if you provide it, your mobile telephone number. The only item in this list that constitutes Personal Data is your company email address.

Where do we collect Personal Data from?

We collect Information from four sources: (1) Companies House; (2) your company’s web-site; (3) information provided to us by your company; and (4) information that you supply to us either by telephone, email or via the contact form on our website. Our website does not use cookies or any other tracking or analysis devices.

Do we collect Personal Data from third parties?

No. We only collect Information the sources explained above.

How will we use your Personal Data?

We use the Information for five specific purposes: (1) for the legitimate purpose of business to business marketing; (2) to perform our contract if we have entered into a contractual relationship with you; (3) maintaining our business relationship with you once any contracted deliverables have been supplied; (4) to perform pre-contract activities if we are mutually working towards a contractual relationship; and (5) to respond to specific requests that you make via email or our website. We do not market to, nor do we enter into contracts with consumers or private individuals.

Will we share your Personal Data?

No. The information we collect is solely for our use.

How do we protect your Personal Data?

To maintain the security of your Personal Data, we implement technical and organisational measures that are appropriate to the risks associated with the loss / illegal Processing of your Personal Data. Information is stored at our head office and at a data centre which is located in the UK.

How long will we hold your Personal Data for?

If you have entered into a contract with us, we will retain your Personal Data for a period of three years after our last contact. If we have been in discussions and we have submitted a quotation or proposal to you, we will retain your Personal Data for a period of two years after our last contact. Otherwise, we will delete / redact your Personal Data between three and six months after our last contact or attempted contact.

What are your rights in relation to the Personal Data that we hold?

Subject to any applicable laws, you have the right: (1) to request access to, erasure or rectification of your Personal Data; (2) to ask us to restrict the Processing of your Personal Data; (3) to object to us Processing your Personal Data on specific grounds; (4) to request portability of your Personal Data; and (5) to object to us using your Personal Data for direct marketing purposes. To exercise any of these rights you should contact us using the details below. You also have the right to lodge a complaint with a supervisory body about our use of your Personal Data in the EU state of your habitual residence, place of work or place that the alleged infringement has taken place.

How can you contact us?

We can be contacted in writing at 24, Nursery Gardens, Bedford. MK41 8DU, via the contact page on our website, which can be found at www.servicecontractconsultancy.co.uk/contact

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