



The Stephen James
Partnership

PRIVACY NOTICE

PURPOSE OF THIS POLICY:

The main objective of this policy is to give clear indications to individuals, clients and third parties on how The Stephen James Partnership processes their personal data.

The person responsible for data protection is Janey Gleeson.

You can contact Jane Gleeson by sending a message to the following address:

janey@thesjp.co.uk,

or by calling the following phone number:

0203 693 7476.

DATA PROTECTION LAWS:

The Stephen James Partnership processes data in line with UK laws and regulations; more specifically the General Data Protection Regulation. This regulation will be effective on the 25th of May 2018.

CONSENT

Where The Stephen James Partnership needs to collect or pass on your information to a third party, we will obtain your consent where we require consent as grounds for processing. For example, if we need to process data regarding your religious beliefs, we will obtain your consent and explain the purposes of processing prior to doing so.

PERSONAL DATA COLLECTED

When you enter a contract with The Stephen James Partnership, we will always provide you clear details with regards to the type of personal data that is being collected. You will have the opportunity to review the purposes of the

data collection and you will have the choice to either approve or disapprove by giving your affirmative consent, such as a signature.

At no time will The Stephen James Partnership pass on your personal details to third parties without your prior knowledge and where required your affirmative consent. Your personal data will not be sold to third parties, marketing agencies or processed in an unlawful manner.

THIRD PARTIES AND OVERSEAS TRANSFERS

When your personal data needs to be transferred to an overseas country that is not part of the EEA (European Economic Area), we will always ensure that there are adequate levels of protection and a similar legislation with regards to data protection. Each country might have different laws and regulations with regards to data protection.

Overseas transfers outside the EEA will only be possible when we have the appropriate safeguards are in place.

MEASURES PUT IN PLACE TO SAFEGUARD YOUR PERSONAL DATA

We have put in place several technical and organisational measures aimed at protecting the confidentiality, the integrity and the availability of your personal data.

All the endpoints of the company are protected with antivirus and firewalls.

Encryption technology is in use to protect the integrity of the personal data we process. Encryption prevents data from being easily accessible and recoverable in the event of theft or computer misuse.

A password policy is currently in place to ensure that the data stored on our systems is only accessible to authorised personnel. The passwords are changed on a regular basis.

We regularly make backups of our data to ensure that it is readily available in the event of technical problems or disaster recovery.

ADDITIONAL INFORMATION

If you have any questions with regards to this privacy policy, the way your data is handled or if you would like to exercise any of your rights under the General Data Protection Regulation, please contact Jane Gleeson at

janey@thesjp.co.uk, or 0203 693 7476 or you can write to us at 99 Bishopsgate, London, EC2M 3XD.