



APCTaylorMade Privacy Statement GDPR

Who we are

The website address is

www.apctaylormade.co.uk

This website is a form of extended business card detailing my services and prices and providing contact details.

I do regularly update this website with amendments to services , this privacy policy may be updated to reflect these changes at some point.

The latest policy will always be articulated in the APCTaylorMade Privacy Statement which is held on the website or a pdf can be emailed on request.

Stated Purpose

I am a provider of valuation and RICS APC related training products and services. I seek to educate, inform and support surveyors to their desired professional status.

I do not engage in any direct marketing activities and I only hold the personal data from direct contact queries.

GDPR Roles

I am a sole trader – Kate Taylor FRICS and I am both the Data Controller and Data Processor for information held in connection with this business.

Legal Basis

My legal bases for processing and controlling your data are:

- Legitimate interest
- Contract.

Legitimate interest

Purpose test – you will have contacted me for guidance or information and I only hold your personal data for that purpose.

Necessity test – the processing of your data is necessary to have conversations with you and provide training products and services.

Balancing test – it is reasonable to expect that if you contact me via email or telephone that I would hold your contact details in order to communicate with you. We may have a potential or actual contractual relationship.

Your data will only be processed for the stated purpose using legitimate interest and in accordance with all GDPR principles.

Contract

I have the personal data from contracts in order to provide products, for example, post revision guides and services, for example to issue terms of engagement and invoices.

I keep this data secure for a 1 year period after that tax year end for my tax records and to answer any queries that you may have.

What data do I hold

- Email addresses and websites for conversations
- Telephone numbers for verbal conversations and texts
- Names and addresses – for posting out products that you have purchased

NB- my website does not use cookies.

Who do I share data with:

Nobody

APCTaylor made will not share, sell or rent your personal information. I may analyse final assessment performance and publish statistics but this will always be completely anonymous and not include any personal data.

My website contains links to other useful sites and I accept no responsibility for their privacy policies, please satisfy yourself by reading their privacy statements.

I do not keep a mailing list and I only communicate with my customers as part of an ongoing conversation instigated by the customer.

What are your rights?

If you have had any contact with me you can request details of the personal information I hold and the reason I have it.

You can ask me to erase any personal data that I hold about you. This does not include basic financial information about transactions between us that form part of my accounts administration.

How do I protect your data?

The data I hold is accessed via a several level password protected system. I have a firewall and virus protection.

Most of the time it is only me who will process data but I do have a book keeper (Ashwater Business Consultancy, ABC) who helps me to manage my accounts and fulfil Revision Guide orders. ABC follows my guidance with regards to data and are also GDPR compliant.

You can review their privacy statement on their website:

<http://unitechd.wixsite.com/ashwaterbusiness>

Queries

You can ask me about any aspect of this privacy statement on:

Katetaylor243@gmail.com

25 May 2018

Kate Taylor FRICS