

Ashley Insight Privacy Notice

Our contact details

Name: Ashley Insight Ltd

Address: 1a Waldegrave Park, TW1 4TL

E-mail: info@ashleyinsight.net

What type of information we have

We currently collect and process the following information:

- Personal identifiers, contacts and characteristics (for example, name and contact details)
- Financial information for those contractors and clients with whom we have made or received financial payments.

How we get the 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:

- for day to day conduct of your and our professional activities
- for enabling future communication on topics of mutual interest

Under the General Data Protection Regulation (GDPR), the lawful bases we rely on for processing this information are:

- We have a legitimate interest.

What we do with the information we have

We use the information that you have given us in order to contact individuals and organisation on matters of shared professional interest.

We may share this information with Ashley Insight associates and sub-contractors, for conducting our professional work.

How we store your information

Your information is securely stored in Ashley Insight email systems.

We keep contact information for 15 years. We will then seek renewed confirmation of data and permissions, or dispose your information securely.

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 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 information in certain circumstances.

Your right to object to processing - You have the the right to object to the processing of your personal data in certain circumstances.

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

Please contact us at info@ashleyinsight.net if you wish to make a request

How to complain

You can also complain to the ICO if you are unhappy with how we have used your data.

The ICO's address:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF
Helpline number: 0303 123 1113