



PRIVACY POLICY

Aspire Business Management Ltd is committed to the protection of your privacy.

This Policy Document details the procedures employed by our company in the collection, storage and use of Personal Data. Please read it carefully.

In compliance with the Data Protection Act 1998, the Data Controller is Aspire Business Management Ltd of The APL Centre, First Ave, Stevenston, North Ayrshire, Scotland, KA20 3LR, Registration Number SC464997.

This Policy applies solely to the website of Aspire Business Management Ltd should a website be in place at a future date.

Information We May Collect From You

We may collect and process the following data:

- Information provided in the course of the completion of forms. This includes information provided at the time of registration, subscription to our service or requests for further services.
- Records of correspondence with our company.
- Completed surveys for research purposes. This would be voluntary.
- Details of visits to our website including, but not limited to, traffic data, location data, weblogs, operating system, browser usage and other communication data.
- We may request information if a problem is reported with our website.

Personal Data Storage

All information provided to our company is stored on our secure servers. Where we have given you (or where you have chosen) a password which enables you to access specific parts of our site, you are responsible for keeping this password confidential. We ask that you do not share a password with anyone.

Unfortunately, the transmission of information via the internet is not completely secure. Although we will endeavour to protect your personal data, we cannot guarantee the security of data transmitted to our site. Any transmission is at your own risk. On receipt of information, we employ strict procedures and security features in an effort to prevent unauthorised access.

How Your Information Is Used

We use your personal information in the following ways:

- To provide our clients with information, products and services.
- To execute our contractual obligations to you.
- To allow you to participate in any interactive features of our service
- To notify you regarding changes to our service

Disclosure Of Personal Information

We may disclose your personal information to third parties:

- If we are under a duty to disclose or share your personal data to comply with any legal obligations affecting our customers or others. This includes exchange of information with other companies and organisations for the purposes of fraud protection and credit risk reduction.

Access To Information

The Act entitles you to right of access to personal information. An access request may be subject to a fee of £10 towards costs.

Changes To Our Privacy Policy

Changes to our privacy policy in the future will be posted on this page and where appropriate you will be notified by e-mail. We advise that you visit this page regularly to keep up to date.

We may use your data to provide you with information on goods and services which may be of interest to you and we may also contact you by post or telephone.

If you do not wish your data to be used in this way or for your data to be passed on to third parties for marketing purposes, please tick the relevant box below.

Additions In Compliance With GDPR

We will audit our information to map data flows. We will source where we receive your data, what we do with it and whom we share it with and keep you informed of your data processing and storage.

Our invitation for your consent is the 'Form of Authority', which requires your signature and date and gives us the authority to handle your data when dealing with your case.

We have systems in place to record and manage your data after you have used our services. We will store your data for our records unless you choose to opt-out. Opt-out options will be available at all times.

You have a right to access your data. We have Data Subject Access Request form in such instances that you may require it.

We have systems in place for accurate data including regular backups and updates.

We have procedures in place if you choose to restrict your data being processed any further or object completely.

We have carried out a client data risk assessment, which shows that most client data is low risk if there is a breach. If there is a data breach, we have procedures in place to respond to such cases.

We can share your data with third parties in order to manage and handle your case.

We have user limitation procedures in place so that there are a limited number of persons with access to your data to increase the protection of your data.

We use world-renowned and secure systems to store your data.

When using direct marketing we will adhere to your decision on opting in or out.

We have record management systems in place to organise, protect and securely store your records.

Your data will be protected to our highest standards in compliance with The General Data Protection Regulation (GDPR) (EU) 2016/679

I have read and understood your Privacy Policy and:

- I do not wish my details to be passed to any third parties for marketing purposes.
- I wish my details to be passed to any third parties for marketing purposes.

Signature:

Print Name:

Date Signed:

Contact

Questions and comments regarding this Privacy Policy are gratefully received and should be addressed to brendanq@aol.com