
PRIVACY NOTICE
GRAY MANNING LTD

BACKGROUND:

Gray Manning Ltd understands that your privacy is important to you and that you care about how your personal data is used. We respect and value the privacy of everyone who visits our website, graymanning.marketing and who works with us as a customer or supplier.

Either through our website or commercial dealings with you we only collect and use your personal data as described in this Privacy Notice.

Please read this Privacy Notice carefully and ensure that you understand it.

1. Information About Gray Manning Ltd and how to contact us about this Notice

We are Gray Manning Ltd, a private limited company registered in England and Wales.

Our company number is 13868488.

Our registered address is 50 Hoyland Road, Hoyland, Barnsley, England, S74 0PB

Our VAT number is: 437561187

If you need to contact us concerning the processing of your personal data please use these details:

Email address: john@graymanning.marketing

For the purposes of the Data Protection Legislation, we are the data controller responsible for the personal data we may collect or receive from you.

2. What Does This Notice Cover?

This Privacy Notice applies only to your use of the website (contact us box) and where you have provided personal data to us as a customer or supplier (or potential customer or supplier).

Our website may contain links to other websites. Please note that we have no control over how your data is collected, stored, or used by other websites and we advise you to check the privacy policies of any such websites before providing any data to them.

3. What Is Personal Data?

Personal data is defined by the UK GDPR and the Data Protection Act 2018 (collectively, “the Data Protection Legislation”) as ‘any information relating to an identifiable person who can be directly or indirectly identified in particular by reference to an identifier’.

Personal data is, in simpler terms, any information about you that enables you to be identified. Personal data covers obvious information such as your name and contact details, but it also covers less obvious information such as identification numbers, electronic location data, and other online identifiers.

4. What Are your Rights?

Under the Data Protection Legislation, you have the following rights, which we will always work to uphold:

- a) The right to be informed about our collection and use of your personal data. This Privacy Notice should tell you everything you need to know, but you can always

contact us to find out more or to ask any questions using the details in Part 10.

- b) The right to access the personal data we hold about you.
- c) The right to have your personal data rectified if any of your personal data held by **us** is inaccurate or incomplete.
- d) The right to be forgotten, i.e. the right to ask us to delete or otherwise dispose of any of your personal data that we hold (unless we have a legal right to retain it).
- e) The right to restrict (i.e. prevent) the processing of your personal data.
- f) The right to object to us using your personal data for a particular purpose or purposes.
- g) The right to withdraw consent. This means that, if we rely on your consent as the legal basis for using your personal data, you are free to withdraw that consent at any time. We do not rely on consent save where we may pass your details to third parties for marketing purposes.
- h) The right to data portability. This means that, if you have provided personal data to us directly, **we** are using it with your consent or for the performance of a contract, and that data is processed using automated means, you can ask us for a copy of that personal data to re-use with another service or business in many cases. This does not apply to our processing activities
- i) Rights relating to automated decision-making and profiling. We do not use your personal data in this way.

It is important that your personal data is kept accurate and up-to-date. If any of the personal data we hold about you changes, please keep us informed as long as we have that data.

Further information about your rights can also be obtained from the Information Commissioner's Office or your local Citizens Advice Bureau.

If you have any cause for complaint about our use of your personal data, you have the right to lodge a complaint with the Information Commissioner's Office. We would welcome the opportunity to resolve your concerns ourselves, however, so please **contact us** first.

5. **What Personal Data Do You Collect and How?**

Our website collects certain information automatically, including your IP address, the type of browser you are using, and certain other non-personal data about your computer or device such as your operating system type or version, and display resolution.

If you send us an email (direct enquiry for services or through the contact page of the website), we obtain your details at a trade fair, networking event or similar, we may collect your name, your email address, and any other information which you choose to give us.

If you contract with us to provide or receive a service we will collect your name, your email address, and any other information relevant to the contractual requirements.

We can only process your personal data where we have a lawful basis for doing so.

In our business dealings with you we process personal data when it is necessary for the purposes of our legitimate interests or for contractual purposes.

6. **How Do You Use My Personal Data?**

Where we collect any personal data, it will be processed and stored securely, for no longer than is necessary in light of the reason(s) for which it was first collected.

For most contractual purposes (including enquiries) this is 7 years from end of the relevant

year end.

For legitimate interest purposes such as sending you information on services we consider may interest you this is until you choose to “opt out”.

7. **How and Where Do You Store My Data?**

Due to the third party systems we use we may store some or all of your personal data in countries outside of the UK. These are known as “third countries”. We will take steps in order to ensure that your personal data is treated just as safely and securely as it would be within the UK and under the Data Protection Legislation as follows:

Personal data security is essential to us, and to protect personal data, we take the following measures:

- limiting access to your personal data to those employees, agents, contractors, and other third parties with a legitimate need to know and ensuring that they are subject to duties of confidentiality;
- procedures for dealing with data breaches (the accidental or unlawful destruction, loss, alteration, unauthorised disclosure of, or access to, your personal data) including notifying you and/or the Information Commissioner’s Office where we are legally required to do so.

8. **Do You Share My Personal Data?**

We may need to share any of your personal data with third parties;

- Where we need to use a consultant or commission a third party to provide part of the deliverables in a services contract with you;
- If we sell, transfer, or merge parts of our business or assets, your personal data may be transferred to a third party. Any new owner of our business may continue to use your personal data in the same way that we have used it, as specified in this Privacy Notice (i.e. to communicate with you);
- In some limited circumstances, we may be legally required to share certain personal data, which might include yours, if we are involved in legal proceedings or complying with legal obligations, a court order, or the instructions of a government authority.

If any of your personal data is transferred to a third party, as described above, we will take steps to ensure that your personal data is handled safely, securely, and in accordance with your rights, our obligations, and the third party’s obligations under the law.

9. **How Can I Access My Personal Data?**

If you want to know what personal data we have about you, you can ask us for details of that personal data and for a copy of it (where any such personal data is held). This is known as a “subject access request”.

All subject access requests should be made in writing and sent to the email address given above.

There is not normally any charge for a subject access request. If your request is ‘manifestly unfounded or excessive’ (for example, if you make repetitive requests) a fee may be charged to cover our administrative costs in responding.

We will respond to your subject access request not more than one month of receiving it. Normally, we aim to provide a complete response, including a copy of your personal data within that time. In some cases, however, particularly if your request is more complex, more time may be required up to a maximum of three months from the date we receive your

request. You will be kept fully informed of our progress.

10. **Changes to this Privacy Notice**

We may change this Privacy Notice from time to time. This may be necessary, for example, if the law changes, or if we change our business in a way that affects personal data protection.

Any changes will be immediately posted on our site.