

Data controller: Denise Sheerin - Airey Miller Limited / Airey Miller Partnership

Data protection officer: Harry Lall – IT Manager – Airey Miller Limited

The organisation collects and processes data relating to its clients, contractors and contacts to manage its relationship with them. The organisation is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations.

What information does the organisation collect?

The organisation collects and processes a range of information about you. This includes

- Name
- Email address
- Organisation
- Job position
- Telephone number

Data is stored securely within our digital system

Personal information such as private address, date of birth, bank details, etc will not be collected.

Who has access to data?

Your information will be shared internally and will not be shared with any third party outside of this organisation.

How does the organisation protect data?

The organisation takes the security of your data seriously. The organisation has internal policies and controls in place to try to ensure that your data is not lost, accidentally destroyed, misused or disclosed.

For how long does the organisation keep data?

The organisation will hold your data indefinitely, until such time that you unsubscribe from us contacting you.

If you believe that the organisation has not complied with your data protection rights, you can complain to the [Information Commissioner](#).