



Privacy Notice

1. General Statement

This Privacy Notice sets out how Richard Urban t/a Rivington Pike is committed to operating in a manner which meets the compliance obligations of the General Data Protection Regulation (GDPR) and the equivalent Jersey legislation, the Data Protection (Jersey) 2018 Law.

Rivington Pike understands and respects your right to privacy and we are committed to ensuring the confidentiality and security of your personal data.

This document covers our policies and procedures for processing personal data in a compliant manner and outlines the data protection rights of clients, intermediaries and other third parties that we interact with.

2. The Data We Hold

Personal data means any information relating to an identified or identifiable natural person. We collect the following categories of personal data:

- Name
- Contact information, including: email address, postal address and telephone number
- Copies of identity documents (as required, in order to meet legal and regulatory obligations, particularly in respect of anti-money laundering legislation)
- Records of meetings attended with us
- Any other information that you may provide us with

3. The Purposes of Processing

We use personal data for the following range of activities:

Purpose	Lawful Basis for Processing
<p>Entering into client relationships</p>	<p>Legitimate Interest: Providing the client services which are specified in the Director Services Agreement or other contract for services.</p>
<p>Building and managing client, intermediary and other relationships</p>	<p>Legitimate Interest: Operating the business to ensure that positive client experience is maximised.</p> <p>You have the right to object to such processing by contacting: richard@rivington-pike.com</p>
<p>Marketing client services, corporate and social events</p>	<p>Consent: Where consent was received from interested parties.</p> <p>Consent may be withdrawn by contacting: richard@rivington-pike.com</p>
<p>Marketing training events to clients and other interested parties</p>	<p>Legitimate Interest: Rivington Pike promoting its business services via training events.</p> <p>You have the right to object to such processing by contacting: richard@rivington-pike.com</p>
<p>Complying with legal, tax and regulatory obligations</p>	<p>Legal obligation: Rivington Pike complying with all relevant obligations as required by law and regulations.</p>
<p>Recruiting staff</p>	<p>Legitimate Interest: Rivington Pike promoting its business to attract suitably skilled staff.</p> <p>You have the right to object to such processing by contacting: richard@rivington-pike.com</p>

4. How We Collect Data

We collect personal data in the following ways:

- Directly from you as a client, business partner, supplier or intermediary when engaging with us directly, and/or:
- From third party channels such as public registers, social media networks, websites and any other public sources of information

5. Data Transfer

We will only transfer your data outside of the EEA where it is necessary for the performance of the contract which we have agreed with you, or where we are required to do so by law.

Where the destination of the data transfer is outside the EEA and does not include a third country that has an adequacy/equivalence status, we would always seek to ensure that appropriate safeguards are in place.

6. Data Subject Rights

Individuals we interact with in the European Union (or any jurisdiction with legislation equivalent to the European Union General Data Protection Regulation) have certain rights in respect of their personal data. These rights include:

- Access to data
- The ability to correct, update or rectify data
- The ability to withdraw consent to processing data (where consent was previously provided)
- To be forgotten (data will be erased)
- For the data to be portable

Should you wish to exercise any of these rights, please send the request to richard@rivington-pike.com

7. Retention

We will only retain personal data for as long as necessary to fulfil the purpose for which it was collected.

We will retain data in relation to clients for a period of 10 years from the conclusion of the client relationship.

This is subject to certain exceptions, such as where personal data is relevant to a dispute after the conclusion of the relationship, or where the data cannot be deleted for legal or regulatory reasons.

8. Security Features

We are committed to ensuring the security of your personal data and we have implemented commercially reasonable technical, physical, electronic and organisational measures to prevent unauthorised or unlawful processing of your personal data or accidental loss or destruction of your personal data.

9. Cookie Policy

Cookies are small files which may be placed on your computer's hard drive when you visit a website.

Our website does not use cookies.

10. Changes to This Notice

We may update our Privacy notice at any time. The updated notice will appear on our website: www.rivington-pike.com

This version of our policy is effective 22nd May 2018.

11. Contact

If you have any questions, concerns or complaints with respect to this Privacy Notice or the handling of your privacy or personal information, please contact richard@rivington-pike.com