



Privacy Notice

Who we are

Dawn Parkin Solutions Limited is a consultancy specialising in organisation, leadership and personal development. We work primarily business to business in a wide range of sectors and have been registered as a limited company since 2009.

What information do we collect and how do we use this data?

We DO NOT use any personal data for marketing purposes. There is very limited personal information collected or stored by our organisation and only in the context of us providing a developmental service to you. For example, we may have details of:

your name/email/address/mobile number so that we can contact you when you or your organisation has asked us to arrange a service with you

your name and email address so that we can organise a psychometric questionnaire on your behalf with one of our suppliers

a record of email correspondence between us so that there is a record of what we have agreed between us for the purposes of providing you with the services you require

copies of any coaching contract which have been agreed between us which contains your/your sponsoring organisation's name, address, contact number and email.

How long do we hold this data for?

We take into account the type of data we hold and what we need it for to determine the length of time this data is held in our system.

We will hold and use your data so that we can effectively deliver a service to you. Where we have procured a psychometric report on your behalf, we will email it to you and delete our version once we have completed the work with you.

Once the contract has ended, we will keep a record of email correspondence between us for a period of up to 2 years from the date of the last contract delivered and at 2 years, will delete this from our records.

Where an HR service has been delivered and this falls into the category of certain information needing to be filed for a period of up to 6 years to comply with relevant legislation, then the 6 year rule will apply before records are deleted.

Dawn Parkin Solutions Limited | Tel: 07751 788 490 | Email: info@dawnparkinsolutions.com
Website: www.dawnparkinsolutions.com

Registered in England. Registered Number 07088943. Listed on the North East England Provider Register.



Third Parties

We will not share any of your personal data with any third party without your agreement, unless required in order to fulfil our contract with you, or allowed by law. In general, the third party providers used by us to fulfil our contract with you will only collect, use and disclose your information to the extent necessary to allow them to perform the services they provide to us. We have agreements in place with each to ensure that your data is secure at all times and cannot be accessed or used for any other purpose.

Where you have asked us to arrange a psychometric questionnaire with one of our providers, you are giving us permission to share your data with them for this purpose and this purpose only.

Where we are fulfilling a contractual obligation with you and have agreed to work with a carefully selected partner or sub-contractor to do this - this will be made explicit to you and only job-related data for them to fulfil their obligations to us will be shared.

How we keep your data safe

We operate within the EU and meet the requirements of the GDPR (General Data Protection Regulation). Your data will be held electronically in our systems, in the relevant folder for your organisation. It is always held securely and where necessary, is password protected and only accessed by those employees responsible for delivering the service.

We may need to pass on your details if required to the police, regulatory bodies or legal advisors.

Your rights

You have the following rights related to your data:

- the right to request a copy of personal information held about you
- the right to request that inaccuracies be corrected
- the right to request us to stop processing your personal data (which may prevent us from providing a service to you)
- the right to lodge a complaint with the Information Commissioner's Office.

Changes to this Privacy Policy

If we make any significant changes in the way we treat your personal information we will make this clear on our website or by contacting you directly.

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