

**Procedure No.** : ADM-019  
**Title** : Privacy Notice

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**Rev** : 0

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Tierney Strachan Consulting Limited (TSCL) abides by the Data Protection Act, the General Data Protection Act and any other applicable data protection legislation in all its dealings with personal data. In particular:

- TSCL will only process data lawfully, fairly and in a transparent manner.
- Data will only be collected for specified, explicit and legitimate purposes.
- Data will be adequate, relevant and limited to what is necessary in relation to the purpose for which it is processed.
- Data will be accurate.
- Data will be kept for no longer than necessary and in compliance with Government guidelines.
- Data will be processed in a manner that ensures appropriate security including, protection against unauthorised or unlawful processing and accidental loss, destruction or damage, using appropriate technical or organisational measures.

The personal data TSCL collects may include:

- Personal details
- Payment details
- Information about the visit to our website

The data held and processed will be used for management and administrative purposes only, in order to run the business effectively, lawfully and appropriately as will data shared with third parties. Data will never be shared for marketing purposes. By submitting your data you agree to this.

Transmitting data over the internet is generally not completely secure and we cannot guarantee the security of data supplied in this way. Any data you transmit is at your own risk.

A written request for access to personal data can be made but the company has the right to withhold this in order to protect an individual, the company or a third party's legitimate interests.

Tierney Strachan Consulting Limited is the data controller for the purposes of the DPA 18 and GDPR. If it is thought the company has not complied with GDPR or DPA 18 with regards to personal data a complaint to the Information Commissioner's Office can be made.

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Revision	Details of Amendment/Re-issue	Amended By	Approved By	Approval Date
0	First Issue	JFoy	J.Strachan	22/05/18