



Privacy Notice

1. Who We Are

TMC Strategic Communications ('we' or 'us' or 'our') gather and process your personal information in accordance with this privacy notice and in compliance with the relevant data protection Regulation and law. This notice provides you with the necessary information regarding your rights and obligations, and explains how, why and when we collect and process your personal data.

TMC's registered office is at 8 John Bradshaw Court, Alexandria Way, Congleton, Cheshire, CW12 1LB and we are a company registered in England and Wales under company number 5697932. We are registered on the Information Commissioner's Office Register of Data Controllers under registration number ZA354610, and act as the data controller/data processor. Our designated Appointed Person for the organisation is Natalie Bennett, and we can be contacted at gdp@wearetmc.co.uk.

2. Information That We Collect

TMC processes your personal information to meet our legal, statutory and contractual obligations and to provide you with our products and services. We will never collect any unnecessary personal data from you and do not process your information in any way, other than already specified in this notice.

The personal data that we collect includes the following:

Customers	Suppliers	Employees/ Job Candidates
Name Address Email address Contact Telephone Number Website address Skype User Name Bank details VAT Number Company registration number	Name Address Bank details Email address Contact Telephone Number Website address VAT Number Company registration number	Name Date of Birth Home Address Personal Email/ Business Email Home/ Work Telephone Number Mobile Telephone Number National Insurance Number Passport Number Driver's License Number Special Category Data (i.e. health/medical information) Bank details Tax details Pension details

We collect information in the ways listed below: -

- in person
- phone
- email
- online form
- employment cv's
- printed forms

3. How we Use Your Personal Data (Legal Basis for Processing)

TMC takes your privacy very seriously and will never disclose, share or sell your data without your consent, unless required to do so by law. We only retain your data for as long as is necessary and for the purposes specified in this notice. Where you have consented to us providing you with promotional offers and marketing, you are free to withdraw consent at any time.

The purposes and reasons for processing your personal data are detailed below: -

- We collect your personal data in the performance of a 'contract' to enable us to provide goods and services.
- We collect your personal data from your CV for recruitment purposes if 'consent' is provided
- We collect and store your personal data as part of our 'legal obligation' for business accounting and tax purposes.
- We collect your data if you have 'consented' for us to contact you via email, post and or telephone to keep you updated with relevant information regarding the services offered by TMC.
- We collect your data if you have requested information from us so that we can respond to your request 'legitimate interest'.

4. Your Rights

You have the right to access any personal information that TMC processes about you and to request information about: -

- What personal data we hold about you
- The purposes of the processing
- The categories of personal data concerned
- The recipients to whom the personal data has/will be disclosed
- How long we intend to store your personal data for
- If we did not collect the data directly from you, information about the source

If you believe that we hold any incomplete or inaccurate data about you, you have the right to ask us to correct and/or complete the information and we will strive to update/correct it as quickly as possible; unless there is a valid reason for not doing so, at which point you will be notified.

You also have the right to request erasure of your personal data or to restrict processing in accordance with data protection laws, as well as to object to any direct marketing from us and to be informed about any automated decision-making that we use.

If we receive a request from you to exercise any of the above rights, we may ask you to verify your identity before acting on the relevant request; this is to ensure that your data is protected and kept secure.

5. Sharing and Disclosing Your Personal Information

We do not share or disclosure any of your personal information without your consent, other than for the purposes specified in this notice or where there is a legal requirement. TMC uses third-parties to provide the below services and business functions, however all processors acting on our behalf only process your data in accordance with instructions from us and comply fully with this privacy notice, the data protection laws and any other appropriate confidentiality and security measures.

80:20 Financial Services

Book keeping and tax returns

The only information we provide to them is a name, address, telephone number, tax details and bank details so that they can meet business and legal requirements.

For more information about 80:20 Financial Services, please refer to <http://www.8020financials.com/Contact-8020/8020-Financial-Management>

Paul Austen Associates

Accounting Services

The only information we provide to them is a name, address, telephone number, tax details, bank details and pension details so that they can meet business and legal requirements.

For more information about Paul Austen Associates, please read their Privacy Notice at <https://www.paulausten.co.uk/privacy-statement/>



HMRC

Business and Tax Information

The information we provide to them is required for legal purposes, this includes name, address, tax details, pension details, bank details.

For more information about HMRC, please read their Privacy Notice at <https://www.gov.uk/help/privacy-policy>

People HR

Human Resources System to maintain employee records

The information we provide to them is employee contact details, emergency contact details, sickness and holiday information, salary details and performance records.

For more information about People HR, please refer to <https://www.peoplehr.com/privacy.html>

Synergist

CRM Management tool for managing clients and suppliers and invoicing

The only information we provide to them is a name, address, telephone number, email address and bank details.

For more information about Synergist, please read their Privacy Notice at <https://www.synergist.co.uk/privacy-policy>

Blue Spot

IT Support for TMC to set up and maintain all IT services and security.

For more information about Blue Spot, please contact <https://www.bluespotcomputers.com/support/>

Purple People

Human Resources Service Provider

The information we provide to them is employee details including name, address and telephone number.

For more information about Purple People, please refer to <https://www.purplepeoplehr.com/contact>

Clever Jellyfish

Telemarketing and direct mail services

The only information we provide to them is a name, address, email and telephone number so that they can run a campaign on our behalf.

For more information about Clever Jellyfish, please read their Privacy Notice at <https://cleverjellyfish.co.uk/privacy-policy/>

Johnsons Printers

Printing and binding services

The only information we provide to them is a name, address, telephone number (if required) and order details so that they can deliver print jobs to the relevant person.

For more information about Johnsons, please refer to <http://www.johnsonsofnantwich.co.uk/>

Full Colour

Printing services

The only information we provide to them is a name, address and telephone number (if required) so that they can deliver print jobs to the relevant person.

For more information about Full Colour, please read their Privacy Notice at <http://www.fullcolour.com/HelpSupport/Policies/PrivacyPolicy/PrivacyPolicy.aspx>

Spiral Colour

Printing services

The only information we provide to them is a name, address and telephone number (if required) so that they can deliver print jobs to the relevant person.

For more information about Spiral Colour, please read their Privacy Notice at <http://www.spiralcolour.com/privacy/>

Image Group

Printing services

The only information we provide to them is a name, address and telephone number (if required) so that they can deliver print jobs to the relevant person.

For more information about Image Group, please read their Privacy Notice at <https://www.imagegroupuk.com/privacy-policy>

Fasthosts

Domain & Hosting Provider

The only information we provide to them is a contact name, address and email if we are setting up new domain names and hosting for websites.

For more information about Fasthosts, please read their Privacy Notice at <https://www.fasthosts.co.uk/terms/privacy-policy>

FedEx

Shipping/Courier Services

The only information we provide to them is a contact name, delivery address, telephone number and email if we need to deliver goods to you.

For more information about FedEx, please read their Privacy Notice at <http://www.fedex.com/cd/privacypolicy.html>

Campaign Monitor

Email Campaign Services

The only information we provide to them is a name and email address if we are sending out an email campaign.

For more information about Campaign Monitor, please read their Privacy Notice at <https://www.campaignmonitor.com/policies/>

Scott D Smith Ltd

Website & SEO Reports

The only information we provide to them is a website address so that we can run SEO reports.

For more information about Scott Smith, please read their Privacy Notice at <https://www.scott.services/privacy-policy/>

Approved Business

Website visitor analysis provider

The only information we provide to them is a name, address, email and website address.

For more information about Approved Business, please read their Privacy Notice at <https://www.approvedbusiness.co.uk/WebTraffic.aspx>

Fabric IT

Workshop Delivery

The only information we provide to them is a name so that they have visibility of who will be attending the workshops we facilitate and present.

For more information about Carl Enser, please read their Privacy Notice at <https://fabric-it.com/contact/>

Business Doctors

Workshop Delivery

The only information we provide to them is a name so that they have visibility of who will be attending the workshops we facilitate and present.

For more information about Kevin Cook, please read their Privacy Notice at <https://www.businessdoctors.co.uk/business-consultant/cheshire>

Raise the Roof Marketing

Workshop Presenter

The only information we provide to them is a name so that they have visibility of who will be attending the workshops we facilitate and present.

For more information about Raise the Roof Marketing, please read their Privacy Notice at <http://www.raise-the-roof-marketing.com/raise-the-roof-marketing-privacy-policy/>

6. Safeguarding Measure

TMC takes your privacy seriously and we take every reasonable measure and precaution to protect and secure your personal data. We work hard to protect you and your information from unauthorised access, alteration, disclosure or destruction and have several layers of security measures in place, including: -

Penetration testing, encryptions of IT equipment and devices, SSL Certification for all websites and email communications, pseudonymisation of any shared data, as well as a need to know restriction on data and multiple layers of authentication to allow access to authorized employees only.

We securely dispose of any hard copies of printed materials and personal information.

More details are available on request, please email gdpr@wearetmc.co.uk

7. Consequences of Not Providing Your Data (If applicable, see Article 13(2)e)

You are not obligated to provide your personal information to TMC however, as this information is required for us to provide you with our services and deliver your goods we will not be able to offer all of our products or services without it.

8. How Long We Keep Your Data

TMC only ever retains personal information for as long as is necessary and we have strict review and retention policies in place to meet these obligations. We are required under UK tax law to keep your basic personal data (name, address, contact details) for a minimum of 6 years after which time it will be destroyed.

Where you have consented to us using your details for direct marketing, we will keep such data until you notify us otherwise and/or withdraw your consent.

9. Special Categories Data

Owing to the services that we offer, TMC sometimes need to request sensitive personal information from you if we were undertaking a research project. Where we collect sensitive personal data, we will only request the information required for the specified purpose and always ask for your explicit consent through a signature.

You can modify or remove consent at any time, which we will act on immediately, unless there is a legitimate interest or legal reason for not doing so.

This explicit consent statement should be added to the form used to collect the health data as best practice. If you consent to us collecting and using your health/medical for the purposes stated above, please sign below and print your name: -

Signature _____ Print Name: _____

10. Promotions & Offers

Occasionally TMC would like to contact you with details of our services, invitations to our events and workshops, promotions and news. If you consent to us using your contact details for these purposes, you have the right to modify or withdraw your consent at any time by using the opt-out/subscribe options or by contacting directly.

If you consent to us contacting you with the above-mentioned marketing and offers, please tick to say how you would like us to contact you: -

Post Email Telephone

11. Lodging A Complaint

TMC only processes your personal information in compliance with this privacy notice and in accordance with the relevant data protection laws. If, however you wish to raise a complaint regarding the processing of your personal data or are unsatisfied with how we have handled your information, you have the right to lodge a complaint with the supervisory authority.

TMC Strategic Communications
Natalie Bennett
8 John Bradshaw Court, Congleton Business Park, Congleton, Cheshire CW12 1LB
T: +44 (0)1260 295700
E: gdpr@wearetmc.co.uk

Information Commissioner's Office
Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF
T: 0303 123 1113 (local rate) or 01625 545 745 (national rate)
E: enquiries@ico.org.uk

12. Consent

TMC take your privacy seriously and will only process your personal data with your consent and in accordance with the terms stated in our Privacy Policy. If you consent to us collecting and processing your personal data, please sign below: -

Signature: _____ Print Name: _____

Time: _____ Date: _____

I confirm that I have been provided with a copy of TMC Strategic Communications Privacy Policy & Terms & Conditions prior to giving consent

13. Subject Access Request Procedure

Please use the link below to download the Subject Access Request Procedure

<https://wearetmc.co.uk/wp-content/uploads/2019/04/Subject-Access-Request-Procedures.v1docx.pdf>

14. Subject Access Request Form

Please use the link below to download the Subject Access Request Form

<https://wearetmc.co.uk/wp-content/uploads/2019/04/Subject-Access-Request-Form.v1docx.pdf>