

- Where you have a choice as to whether to provide us with your information, or what we do with it, we aim to make it as easy as possible to exercise that choice.
- The information that we collect is to allow us to meet legislative requirement – for example ID for money laundering or to allow us to provide the service that we have been engaged for – for example we need name, date of birth, NI number to be able to set up and process someone's payroll.
- Only information which we actually need is collected and processed.
- Your personal information is seen only by authorised staff who need it to perform their duties.
- Any information which we no longer need is deleted, unless we are compelled to keep it by law. Where we cannot, we will make this clear.
- We will provide you with the ability to review and manage your information.
- We will apply reasonable protections from unauthorised or accidental disclosure.
- A copy of any information we hold about you is provided to you on request and we will honour your requests and rights, subject to the relevant appropriate legal restrictions and guidelines.
- Any inaccurate or misleading information is checked and corrected as soon as you bring this to our attention.
- Proper procedures are in place for dealing promptly with any complaints that you make. The principles apply to personal information that we hold in all formats, including computer and paper based records.
- We will only share information with external agencies for specified purposes, for reasons required by law or with your consent.

What type of information do we collect about you?

- Personal details to set you up on our system and to allow us to fulfil the services that you have engaged us for as detailed in the appendix a completed with your engagement letter
- In addition to this we collect information to meet regulatory requirement such as identification to allow us to meet the money laundering legal requirements
- Contact details and preferences
- Payment details if you have opted to pay by direct debit – these details are disposed of as soon as it has been set up
- If you visit our website we record that there has been a visitor and what pages they visit and how long they spent on them but not individual details which would identify you
- Our app collates asks for your name and email address on sign up
- You can subscribe to Wilds communication on our website which will enable us to send you our newsletter, blogs and event details
- The contact form on our website asks for your name, the name of your business, your email address and telephone number. We use this information to answer your query, provide you with the information, products and services that you request, provide you with information about other goods and services we offer that are similar to those you have or enquired about (unless you have told us not to provide such information to you)
- If we market to you then you will have been given a form detailing when we would contact you and you will have chosen to opt in. The only time we would contact you in this way outside of these circumstances is if you have asked to be kept on a mailing list for events as you have previously attended an event

How do you keep your information up to date and accurate?

Please note it is your responsibility to inform us of any change to your contact details. Once notified we will update our systems within 48 hours

If we are engaged by you for additional services or disengaged for specific services we will send out a new engagement letter and appendix detailing these changes as they are agreed

Where is my data stored?

Your data is stored on the Wilds servers and backed up in one other secure location

The only time that your data will be stored anywhere else is if a cloud software is used to process your data – for example xero. In this case the data is held on their servers but Wilds have made sure that they are GDPR compliant and have the necessary detail in regards to where the data is held, backed up etc

Will my data be given to anybody else?

Your data will not be given to anyone outside of the Wilds team unless you have expressly given consent for a specific purpose

How long will my data be held for?

It will be held for as long as we need it to provide the services we have been engaged for by you as our client and then for 7 years in case of investigation

What rights do I have?

Individual's rights are qualified (meaning they may not have these rights at all times, or in all circumstances), but generally speaking, individual's rights include:

- the right of access or to obtain a copy of their information
- the right to correction or updating
- the right to complain (to both Wilds and the regulator)
- the right to object, block or put on hold processing
- the right to be forgotten
- the right of data portability to another provider

If you want to exercise one of these rights please get in touch at:

Wilds Ltd

70-76 Blackburn St

Radcliffe

M26 2JW

If I want a copy of my information?

You need to write to us requesting this and we will respond within 40 days

Before providing you with your personal data, we may require confirmation of your identity or further information about the data requested

Please also let us know if you believe any data we hold to be inaccurate or if you have other concerns about our use of your personal data.

These rights are subject to certain exemptions which may apply