



## PROTECTING YOUR DATA:

Easiaccess collect and process data during the course of normal business activities in accordance with the GDPR.

### What data is being collected?

We will only collect relevant data to enable us to carry out the requested services. Typically, this will include names, addresses, telephone numbers and any other associated contact details.

Occasionally this may include information on an individual's health to help us tailor our advice, or for example, to comply with VAT exemption requirements.

### What is the legal basis for processing the data?

We follow the latest GDPR legislation and only process data that is relevant to the operation of our Company.

Primarily we will process such information to satisfy our contractual obligations. We may also rely on an individual's consent or where we have a legitimate interest in the processing of such information.

### How can someone raise a complaint?

An individual can raise a complaint in writing, addressed to the Managing Director, which will be dealt with promptly and in accordance with our Customer Charter.

### Will the data be shared with any third parties?

We only share personal data with associated sub-contractors who carry out a requested service on our behalf, for our clients.

Occasionally our accountants may have access to such information for auditing purposes, or we may be obliged to share this information with enforcement agencies.

### How will the information be used?

The personal data of clients/ customers will only ever be used to enable us to effectively deliver our products/services to the same individuals and/or organisations.

We may also use personal data to try and engage with potential customers who may be interested in our products and services.

### How long will the data be stored?

Due to auditing legislation, we retain documentation/information relating to an order (that may contain personal data), for at least 6 years.

Details that relate to potential customers will be kept for as long as necessary to establish and/or maintain interest in our products and services, unless instructed otherwise.

### What rights do I have?

An individual has rights under data protection legislation, such as requesting access to all data that we retain, requesting that we erase all records and requesting that we rectify any inaccurate information.

### How can I get further information?

We have a Data Protection Policy which is designed to ensure our staff fully understand the purpose and principles of data protection and to make certain we have guidelines and procedures in place, which are followed in accordance with the principles and requirements laid down by the General Data Protection Regulation (GDPR).

This Policy is available upon request.



# GDPR

## General Data Protection Regulation

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YEAR  
WARRANTY

### Easiaccess Limited

Liberty House  
Federation Way  
Lancaster Road, Dunston  
Tyne and Wear, NE11 9JR

**FREEPHONE: 0800 321 7430**

E: [info@easiaccess.co.uk](mailto:info@easiaccess.co.uk)

[www.easiaccess.co.uk](http://www.easiaccess.co.uk)