

## Team 9 Ltd Privacy Notice

We take seriously our obligations to protect your privacy. The General Data Protection Regulation, incorporated in the UK by The Data Protection Act 2018 (the Act), requires us to provide you with important information on how we collect and use your personal data.

Your data is processed by Team 9 Ltd, whose principal business address is **71-75 Shelton Street, Covent Garden, London, United Kingdom, WC2H 9JQ, and registered as company number 14649777**. For the purpose of the Act, Team 9 Ltd is defined as a data controller. The data controller's is Paul Davidson and they can be contacted via [info@team9.uk](mailto:info@team9.uk).

We can only process your data if there is a legal basis for doing so. We rely on three legal bases for processing your data. These are: your consent, which you can withdraw at any time; our legitimate business interests; and the proper management of a contract to which you are a party.

We must also specify the purposes for processing your data. The purposes of processing your data are to provide details of our services, to properly manage our website, have fair and open communication with our clients and prospective clients, and to further business leads and opportunities.

We need to inform you of other parties who we may share your data with. Internally we need to share your data with other employees. From time to time we use contractors/individuals to process your data. Any contractors with whom we share data about you, or who generate data as a result of our request, will be required to delete your data as soon as they have concluded the service provided to us.

We do not transfer any of your data outside of the EEA.

Importantly, you have a number of rights with regard to the data that we hold about you. For example, you can request access to your data, and can require that we rectify or erase it. Your requests will be properly considered. However, this does not automatically mean that we will agree to your request, as we may have other obligations that outweigh your rights. For example, we may be required to legally defend our activities.

We retain your data for a number of reasons and will only keep it for as long as is necessary. Some of the time limits imposed on us are as a result of our statutory obligations. For example, we are required to keep financial records of our activities by HMRC.

The legislation covering data protection is quite complex. We have tried to keep this document brief and clear to help you understand your rights in respect of the personal data that we process. Should you require further information or in the event that you are not content with how we are managing your personal data, please contact the individual named above using the contact details supplied.

You should also be aware that you have the right to lodge a complaint with the UK's independent data regulator, the ICO, see details below.

<https://ico.org.uk/concerns/>

ICO helpline 0303 123 1113

