

PART I PRIVACY NOTICE NO 3
Contracts

Title: Part I Privacy Notice	Number: 03	Issue: 1.0 (May 2018)
Author: James Collinge		

* the number must be sequential and must match the on the Part II Privacy Notice

1.	<p>What is our objective in processing data?</p> <p><i>What are we doing (or what do we want to do) which will involve processing personal data?</i></p> <p>We want to keep details of all the parties with whom we have contracts so that we can manage our obligations to them and their obligations to us. This includes discharging our obligations under contract and collecting payment.</p>
2.	<p>What information do we currently hold about data subjects?</p> <p><i>List the personal data currently in our possession</i></p> <p>Name, date of birth, address, telephone number and e-mail address.</p>
3.	<p>What information do we need to hold to satisfy the objective?</p> <p><i>List the personal data in our possession which we need to satisfy our objective.</i></p> <p>The information listed at box 2, above.</p>
4.	<p>Have we collected this information ourselves or have we received it from a third party?</p> <p><i>Where the information has been sent to us by a third party, confirm who that is.</i></p> <p>We have collected the information ourselves.</p>
5.	<p>Are we creating new personal information?</p> <p><i>If we are gathering new information, explain what that is and why it is needed to satisfy the objective set out in box 1, above.</i></p> <p>No</p>
6.	<p>Are there any other data controllers? If so, who are they?</p> <p><i>Are we or will we be sharing this information with anyone? If so, who?</i></p> <p>No</p>
7.	<p>What is the lawful basis for processing?</p>

	Consent: <input type="checkbox"/>	Legitimate Interests: <input type="checkbox"/>
	Contract: <input checked="" type="checkbox"/>	Vital Interests: <input type="checkbox"/> * please refer to James Collinge
	Legal Obligation: <input type="checkbox"/>	Public Tasks: <input type="checkbox"/> * please refer to James Collinge
8.	Will the processing involve special category data?	
	Yes: <input type="checkbox"/> No: <input checked="" type="checkbox"/>	
	If 'yes', which of the additional conditions applies:	
	The data subject has given explicit consent:	<input type="checkbox"/>
	Employment/social security/social protection:	<input type="checkbox"/>
	Data has been made public by data subject:	<input type="checkbox"/>
	Necessary for legal claim:	<input type="checkbox"/>
	To assess working capacity of employee:	<input type="checkbox"/>
	Vital interests of data subject:	<input type="checkbox"/>
	Legitimate activities of political /philosophical/religious or trade union body	<input type="checkbox"/>
	Substantial public interest:	<input type="checkbox"/>
	Public interest in area of public health:	<input type="checkbox"/>
	Archiving purposes	<input type="checkbox"/>
9.	Date Part I Privacy Notice completed	
	24 th May 2018	
10.	Date Part II Privacy Notice completed	
	24 th May 2018	
11.	Date Part I and Part II Privacy Notice submitted for approval	
	24 th May 2018	
12.	Date approval received	
	24 th May 2018	
13.	Date Part II Privacy Notice made public and by what means?	
	This privacy notice will be made available on our website and paper copies will be made available to clients upon request.	

Approved by:

Print name

James Collinge