

Consult RM Ltd customer privacy notice

This privacy notice tells you what to expect us to do with your personal information.

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Contact details

Post: Consult RM Ltd, 71-75 Shelton Street, Covent Garden, London, WC2H 9JQ, GB

Telephone: 07740315041

Email: info@consultrm.co.uk

What information we collect, use, and why

We collect or use the following information to **provide and improve products and services for clients**:

- Names and contact details
- Occupation

Lawful bases and data protection rights

Under UK data protection law, we must have a “lawful basis” for collecting and using your personal information. There is a list of possible lawful bases in the UK GDPR. You can find out more about lawful bases on the ICO’s website.

Which lawful basis we rely on may affect your data protection rights which are in brief set out below. You can find out more about your data protection rights and the exemptions which may apply on the ICO’s website:

- **Your right of access** - You have the right to ask us for copies of your personal information. You can request other information such as details about

where we get personal information from and who we share personal information with. There are some exemptions which means you may not receive all the information you ask for. [You can read more about this right here.](#)

- **Your right to rectification** - You have the right to ask us to correct or delete personal information you think is inaccurate or incomplete. [You can read more about this right here.](#)
- **Your right to erasure** - You have the right to ask us to delete your personal information. [You can read more about this right here.](#)
- **Your right to restriction of processing** - You have the right to ask us to limit how we can use your personal information. [You can read more about this right here.](#)
- **Your right to object to processing** - You have the right to object to the processing of your personal data. [You can read more about this right here.](#)
- **Your right to data portability** - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you. [You can read more about this right here.](#)
- **Your right to withdraw consent** – When we use consent as our lawful basis you have the right to withdraw your consent at any time. [You can read more about this right here.](#)

If you make a request, we must respond to you without undue delay and in any event within one month.

To make a data protection rights request, please contact us using the contact details at the top of this privacy notice.

Our lawful bases for the collection and use of your data

Our lawful bases for collecting or using personal information to **provide and improve products and services for clients** are:

- Consent - we have permission from you after we gave you all the relevant information. All of your data protection rights may apply, except the right to object. To be clear, you do have the right to withdraw your consent at any time.
- Contract – we have to collect or use the information so we can enter into or carry out a contract with you. All of your data protection rights may apply except the right to object.

Where we get personal information from

- Directly from you
- Previous employment
- Suppliers and service providers

How long we keep information

Document Type	Retention Period	Reason for Retention	Action After Retention Period
Signed Contract Agreement	36 months after contract completion	Legal reference & dispute resolution	Securely delete/shred
Confidentiality Agreements (NDA, etc.)	24 months after contract completion	Compliance & confidentiality enforcement	Securely delete/shred
Invoices & Payment Records	6 years after final payment following financial year/end	Financial reconciliation & audits	Securely delete/shred
Project Deliverables	12 months after project completion	Client reference & quality assurance	Securely delete (unless client requests retention)
Correspondence (Emails, Notes, etc.)	24 months after contract completion	Documentation of agreements/issues	Securely delete
Employee / Consultant Records (if applicable)	12 months after contract completion	HR & compliance purposes	Securely delete

Who we share information with

Others we share personal information with

- Suppliers and service providers (if applicable)

How to complain

If you have any concerns about our use of your personal data, you can make a complaint to us using the contact details at the top of this privacy notice.

If you remain unhappy with how we've used your data after raising a complaint with us, you can also complain to the ICO.

The ICO's address:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Helpline number: 0303 123 1113

Website: <https://www.ico.org.uk/make-a-complaint>

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