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## **PRIVACY NOTICE – Personal Data**

Your personal data means any information that can identify you. Identification can be by the information alone or in conjunction with any other information in the Newton Follis data controller's possession or likely to come into such possession. Newton Follis acts as data controller to determine how your personal data is processed and for what purposes. The processing of personal data is governed by the UK Data Protection Act ("DPA"), which is based on the EU General Data Protection Regulation 2016/679.

Newton Follis complies with its obligations under the DPA by keeping your personal data accurate, and where necessary, up to date; by storing and destroying it securely; by not collecting or retaining excessive amounts of it; by protecting it from loss, misuse, unauthorised access or disclosure; and by ensuring it is protected using appropriate technical measures.

Newton Follis uses your personal data to:

- ❖ Provide services to you as agreed between us and any additional services you have requested and we have agreed to deliver.
- ❖ Maintain our records.
- ❖ Communicate with you at specific times such as during traditional periods like Christmas and similar days and periods.
- ❖ Comply with legal obligations and respond to lawful requests from national regulators.
- ❖ Protect our legitimate interests as well as those of a third party (for example to prevent fraud and maintain data security).

If we wish to use your personal data for a new purpose not covered by this Notice, we will provide you with a new Notice explaining the new purpose. We will always seek your prior consent before commencing data processing for the new purpose and will not commence processing unless we have obtained it.

Your personal data will be treated as strictly confidential and will be shared with third parties only with your consent except where we are compelled by law or regulation to do so. If you are a current client and have indicated that you wish us to communicate with your Members' Agent, we take it that consent to share information is granted.

With respect to your personal data you have the right to:

- ❖ Request a copy of your personal data which Newton Follis holds about you

- ❖ Request that we correct any personal data if it is found to be inaccurate or out of date
- ❖ Request us to erase personal data where it is no longer necessary for us to retain such data
- ❖ Request that we provide you with your personal data and, where possible, transfer it to another data controller
- ❖ Request a restriction on further processing where there is a dispute in relation to its processing or accuracy
- ❖ Object to the processing of your personal data
- ❖ Lodge a complaint with the UK Information Commissioner's Office

To exercise all relevant rights, ask questions or lodge complaints, please contact Newton Follis in the first instance. You may contact the Information Commissioner's Office by telephone at +44 303 123 1113, by email at <https://ico.org.uk/global/contact-us/email> or by post at Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF, UK.