
PRIVACY NOTICE.

COURTNEY KELLY CONSULTING values the privacy of visitors to our website, www.courtneykellyconsulting.com

We collect and use your personal data as described in this Privacy Notice. Any personal data we collect will be used in accordance with the law.

1. About Us

Our Site is owned and operated by **COURTNEY KELLY CONSULTING**, a **LIMITED COMPANY** (registered in **Northern Ireland** under Company Number **NI635754**).

Registered address: 40 Scallen Road, Irvinestown, Co.Fermanagh BT94 1ED.

Queries

Under Data Protection law, we are not required to appoint a Data Protection Officer. Any queries regarding your data protection rights as set out at Paragraph 4 below should be addressed to:

Sinéad Kelly LLB; CIPD, Principal Consultant *at the registered address above*

Email address: info@courtneykellyconsulting.com

Telephone number: 077 1816 0635.

Postal address: 40 Scallen Road, Irvinestown, Co Fermanagh BT94 1ED.

2. What Does This Notice Cover?

This Privacy Policy applies **only** to your use of **this website**. This website may contain links to other websites. Please note that **we have no control over** how your data is collected, stored, or used by **other websites** and we advise you to **check the privacy policies of any such websites before providing any data to them**.

3. What Is Personal Data?

Personal data is defined by the General Data Protection Regulation (EU Regulation 2016/679) (the “GDPR”) and the Data Protection Act 2018 (collectively, “the Data Protection Legislation”) as **‘any information relating to an identifiable person who can be directly or indirectly identified in particular by reference to an identifier’**.

Personal data is, **in simpler terms, any information about you that enables you to be identified**. Personal data covers obvious information such as your name and contact details, but it also covers less obvious information such as identification numbers, electronic location data, and other online identifiers.

4. **What Are My Rights?**

Under the Data Protection Legislation, you have the following rights, which we will always seek to uphold:

- a) The **right to access** the personal data held by us about you.
- b) The **right to have your personal data rectified** if any of your personal data is inaccurate or incomplete.
- c) The **right to be forgotten**, i.e. the right to ask us to erase or otherwise dispose of any personal data that we hold.
- d) The **right to restrict the processing** of your personal data that we are not obliged by law to process.
- e) The **right to be informed** about our collection and use of your personal data.
- f) The **right to object** to us using your personal data for a particular purpose(s).
- g) The **right to withdraw consent**. If we are relying on your consent as the legal basis using your personal data, you are free to withdraw that consent at any time.
- h) The **right to data portability**. If you have provided personal data to us directly, if we are using it with your consent or for the performance of a contract, and that data is processed using automated means, you may ask us for a copy of that personal data to re-use with another service or business.
- i) **Rights relating to automated decision-making and profiling**. We do not use your personal data in this way.

For more **information about exercising your rights** as outlined above, please **contact us** as set out in Part 10.

It is important that your personal data is kept accurate and up-to-date. If any of the personal data we hold about you changes, please inform us as long as we have that data.

Further information about your rights can also be obtained from the Information Commissioner's Office whose address is:

The Information Commissioner's Office-Northern Ireland, 3rd Floor, 14 Cromac Place, Belfast. BT7 2JB [Tel:- 028 9027 8757](tel:02890278757) Email:- ni@ico.org.uk

The Information Commissioner's Head Office is located at- Wycliffe House, Water Lane, Wilmslow, Chesire. SK9 5AF. [Tel:- 0303 123 1113](tel:03031231113).

If you wish to **complain** about our use of your personal data, **please contact us** at the details outlined in Part 10. You also have the **right to lodge a complaint with the Information Commissioner's Office** as set out above.

5. **What Personal Data Do You Collect and How?**

Our website uses **SSL** (secure Sockets Layer) to **verify** our **authenticity**. When you visit our web address; www.courtneykellyconsulting.com you should see it start with **"https"**, the **"s" indicates the website is secure**.

We **do not place cookies** on your computer or device.

Our website collects certain information automatically, including your IP address, the

type of browser you are using, and certain other non-personal data about your computer or device such as your operating system type or version, and display resolution.

If you contact us by email, we may collect your name, your email address, and any other information which you choose to give us. For the purposes of the Data Protection Legislation, **we are the data controller responsible for such personal data.**

The **lawful basis** under the Data Protection Legislation that allows us to use such information is when it is necessary for the purposes of our **legitimate interests**, in this case, **the proper operation and functionality of our website.**

If you contact us **by email** with an enquiry about any of our services, your **data will be processed for this purpose only.**

We will not add you to our mailing list unless you have given us your specific permission to do so. You will also be able to opt out at any time.

6. **How Do You Use My Personal Data?**

Where we collect any personal data, it will be processed and stored securely, for no longer than is necessary in light of the reason(s) for which it was first collected. We will seek to comply with our obligations and safeguard your rights under the Data Protection Legislation at all times.

Any and all **emails** containing your personal data will be **deleted no later than 12 months from the specific email date and/or after the subject matter has been dealt with, our services for you completed and fees paid.**

No other personal data will be retained for any longer than is necessary save in compliance with our legal duties, for example; tax purposes.

If there is a need to share your data with any other third party for reasons other than our legitimate duties, we will contact you directly.

We will not share any of your personal data with any third parties for any purposes other than storage on an email and/or web hosting server.

7. **Where is my data stored?**

Your data is stored **in the UK.**

8. **How Can I Access My Personal Data?**

If you want to know what personal data we have about you, you can ask us for details of that personal data and for a copy of it (where any such personal data is held). This is known as a "**subject access request**".

All subject access requests should be made in writing and sent to the email or postal addresses shown in Part 10.

There is not normally any charge for a subject access request. If your request is 'manifestly unfounded or excessive' (for example, if you make repetitive requests) a fee may be charged to cover our administrative costs in responding.

We will respond to your subject access request no later than one month of receiving it. Normally, we aim to provide a complete response, including a copy of your personal data within that time. In some cases, however, particularly if your request is

more complex, more time may be required from the date we receive your request. You will be kept fully informed of progress.

9. **Do You Share My Personal Data?**

We will not share any of your personal data with any third parties for any purposes, subject to the following exception(s).

In the event that we sell, transfer, or merge parts of our business or assets, your personal data may be transferred to a third party. Any new owner of our business may continue to use your personal data in the same way that we have used it, as specified in this Privacy Notice (i.e. to communicate with you).

In some limited circumstances, we may be legally required to share certain personal data, which might include yours, if we are involved in legal proceedings or in anticipation of legal proceedings, complying with legal obligations, a court order, or the instructions of a government authority.

10. **How Do I Contact You?**

To contact us, including to make a subject access request, please use the following details:-

Contact: Sinéad Kelly LLB; CIPD:

Email address: sinead@courtneykellyconsulting.com

Telephone number: 077 1816 0635.

Postal Address: 40 Scallen Road, Irvinestown, Co Fermanagh. BT94 1ED .

11. **Changes to this Privacy Notice**

We may change this Privacy Notice in accordance with any changes of law, or if we change our business in a way that affects personal data protection.

. This Privacy Notice was last updated on 1st June 2019.