



E. Shaw & Son Privacy Policy

Your privacy is important to us. We will never sell your information to third parties or share it with other organisations, unless necessary to perform our contract with you, or to provide you with further information on our services. E. Shaw & Son acts as the Data Controller in respect of personal data provided and our Data Protection Officer can be contacted at 49 High street, Maxey, Peterborough, PE6 9EF or by emailing enquiries@shawscoaches.co.uk.

We process data for the following reasons:

- a) To perform our contract with you
- b) For marketing purposes
- c) To contact you in response to any general or specific enquiries made by you
- d) To process any applications made in connection with any job vacancy
- e) For internal record keeping
- f) To comply with our legal obligations to share data with law enforcement
- g) To ensure effective Human Resources, personnel management, and business administration
- h) To enable us to establish, exercise or defend possible legal claims
- i) To comply with statutory and/or contractual obligations e.g. carrying out D.B.S checks

We have a lawful basis for processing your data if:

- a) You have previously provided consent for this
- b) Or if you are currently, or have been, a client of E. Shaw & Son
- c) Or if you have previously expressed an interest in our services
- d) Or if you have requested information via email

If any/all of the above apply then you would have a legitimate interest in hearing from E. Shaw & son.

We also process your data in order for us to comply with our legal obligations.

We will only retain your personal data for as long as necessary to fulfil the purposes for which we collected it, including for the purposes of satisfying any legal, accounting or reporting requirements.

You have the following rights:

- I) To request access to the data which we hold about you. We will provide you with this information within one month of the request
- II) To have personal data corrected if it is inaccurate or incomplete



- III) To request erasure of personal data. We will confirm if the data has been deleted or tell you the reason why it cannot be deleted
- IV) To request a restriction or stop on processing your data. We will confirm if we are able to comply or if we have legitimate grounds to continue. If data is no longer processed we may continue to hold the data to comply with your other rights
- V) To request that we transfer your data to another controller. Any such request must be confirmed in writing
- VI) To complain about our collection and use of your personal information to the Information Commissioners Office, Water Lane, Wycliffe House, Wilmslow, Cheshire, SK9 5AF