

## **PRIVACY NOTICE**

Laurence Gould Partnership is a limited company under registration number 124767. The registered office is Buchan House, Carnegie Campus, Enterprise Way, Dunfermline, Fife KY11 8PL

Laurence Gould Partnership Ltd operates the website [www.laurencegould.com](http://www.laurencegould.com)

Laurence Gould Partnership Ltd is committed to protecting your privacy and keeping personal information secure.

## **DATA PROTECTION**

Any personal information you supply to Laurence Gould Partnership Ltd will be treated in accordance with the General Data Protection Regulation (GDPR) (EU) 2016/679 and other legislation intended to protect your personal information and privacy.

In the absence of any legal requirements Laurence Gould Partnership Ltd will keep the personal data for a long as necessary for the purposes for which it was collected and to provide the client with services, to conduct its legitimate business interest.

If you cease using our services we will hold this information for a period which is deemed reasonable. We take reasonable organisational and technical measures to protect your information against unauthorised access, modification and misuse.

If you communicate with us by email, we may keep your email, together with your email address and our reply for our records. We give the same protection to electronic communications as we do to information we receive by post or phone.

We require this information to understand your needs and provide you with a better service and occasionally to send promotional emails that we think you may find interesting together with invites to future events.

We will never release information about our clients or business partners to any other person or organisation for marketing purposes.

## **YOUR RIGHTS**

You have the right to ask us for a copy of your data. You also have the right to ask us to rectify and delete your personal data, to restrict its use, and obtain a copy of the information you have provided to us in a structured, commonly used machine readable format.

All requests will be dealt with at the earliest opportunity and delay will be kept to a minimum. The statutory time limit for our response will not be exceeded.

#### **ENQUIRIES AND COMPLAINTS**

Please contact us if you have any enquiries arising from this privacy notice. Where possible please raise all enquiries in writing.

If you not satisfied with our handling of your data please inform us in writing. We will acknowledge receipt of all complaints and will endeavour to investigate the complaint as soon as reasonably possible.

All complaints should be sent to:

Laurence Gould Partnership Ltd  
Buchan House  
Carnegie Campus  
Enterprise Way  
Dunfermline  
Fife  
KY11 8PL

You may also complain directly to the Information Commissioner Office. [www.ico.gov.uk](http://www.ico.gov.uk)

This notice was last reviewed May 2018. The content of the policy may be reviewed and changed without prior notice, please visit the notice on our website for any changes.