

PART I PRIVACY NOTICE NO 5
(marketing and information sharing)

Title: Part I Privacy Notice	Number: 05	Issue: 1.0 (May 2018)
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* the number must be sequential and must match the on the Part II Privacy Notice

1.	<p>What is our objective in processing data?</p> <p><i>What are we doing (or what do we want to do) which will involve processing personal data?</i></p> <p>We want to be able to keep in touch with clients and potential clients who have provided us with their details at trade shows or other events and have asked us to follow up with information about the services we may be able to offer to them.</p>
2.	<p>What information do we currently hold about data subjects?</p> <p><i>List the personal data currently in our possession</i></p> <p>We would hold name and e-mail address and private addresses where an individual does not wish to be contacted by e-mail or does not have an e-mail account.</p>
3.	<p>What information do we need to hold to satisfy the objective?</p> <p><i>List the personal data in our possession which we need to satisfy our objective.</i></p> <p>The information listed at box 2, above.</p>
4.	<p>Have we collected this information ourselves or have we received it from a third party?</p> <p><i>Where the information has been sent to us by a third party, confirm who that is.</i></p> <p>We have collected the information ourselves.</p>
5.	<p>Are we creating new personal information?</p> <p><i>If we are gathering new information, explain what that is and why it is needed to satisfy the objective set out in box 1, above.</i></p> <p>No</p>
6.	<p>Are there any other data controllers? If so, who are they?</p> <p><i>Are we or will we be sharing this information with anyone? If so, who?</i></p> <p>We use an outsourced company for sending block e-mails following trade shows.</p>
7.	<p>What is the lawful basis for processing?</p> <p>Consent: <input type="checkbox"/></p> <p>Contract: <input type="checkbox"/></p> <p>Legal Obligation: <input type="checkbox"/></p> <p>Legitimate Interests: <input checked="" type="checkbox"/></p> <p>Vital Interests: <input type="checkbox"/></p> <p>Public Tasks: <input type="checkbox"/></p> <p>* please refer to James Collinge</p> <p>* please refer to James Collinge</p>

8.	Will the processing involve special category data?
	<p>Yes: <input type="checkbox"/> No: <input checked="" type="checkbox"/></p> <p>If 'yes', which of the additional conditions applies:</p> <p>The data subject has given explicit consent: <input type="checkbox"/></p> <p>Employment/social security/social protection: <input type="checkbox"/></p> <p>Data has been made public by data subject: <input type="checkbox"/></p> <p>Necessary for legal claim: <input type="checkbox"/></p> <p>To assess working capacity of employee: <input type="checkbox"/></p> <p>Vital interests of data subject: <input type="checkbox"/></p> <p>Legitimate activities of political /philosophical/religious or trade union body: <input type="checkbox"/></p> <p>Substantial public interest: <input type="checkbox"/></p> <p>Public interest in area of public health: <input type="checkbox"/></p> <p>Archiving purposes: <input type="checkbox"/></p>
9.	Date Part I Privacy Notice completed
	24 th May 2018
10.	Date Part II Privacy Notice completed
	24 th May 2018
11.	Date Part I and Part II Privacy Notice submitted for approval
	24 th May 2018
12.	Date approval received
	24 th May 2018
13.	Date Part II Privacy Notice made public and by what means?
	The privacy notice is displayed on the website and is available in paper form upon request.

Approved by:

Print name

James Collinge