

## PRIVACY NOTICE

The security of your personal data is very important to us and we will do our utmost to ensure that your data is kept secure at all times.

### Business name and contact details:

Brenda Kirkham, trading as BK Office Services, 7 Ashes Lane, Fenny Bentley, Ashbourne, Derbyshire DE6 1LD Tel: 07916 298107; Email: [brenda@bkofficeservices.co.uk](mailto:brenda@bkofficeservices.co.uk)

### The purpose of processing your data

We will process your data for the purpose of carrying out business as instructed by you.

### The lawful basis for processing your data

The lawful basis for processing your data will be to deal with work as contracted by you the customer.

### Who will receive your personal data

Your personal data will be received by Brenda Kirkham.

### How long will we retain your personal data

Your personal data will be retained for a period of 2 years. However, the details of your payments and receipts will be retained for the necessary accounting years usually 7 years.

### Your rights regarding your data

As an individual you have the right to access your data, ask for errors to be corrected, ask for your data to be erased (in certain circumstances), ask us to restrict the processing of your data.

If you are unhappy with the processing of your data in anyway then please speak to Brenda Kirkham in the first instance.

Further information on the processing of data can be obtained at [www.ico.org.uk](http://www.ico.org.uk)