

Privacy Policy

Summary

This Privacy Policy is applicable to Peter Charles Limited

Peter Charles Limited ("Peter Charles Limited") is committed to protecting your personal information and being clear and transparent about what information we collect and how we will use it. This policy explains how any personal information we collect when you use our website or that you provide to us, will be processed by us.

Please read the following policy carefully to understand our views and practices regarding your personal information and how we will treat it.

1. Who we are and how we can be contacted
2. About our Data Protection Officer
3. Other policies and information we encourage you to read
4. Website Cookies
5. Information we may collect from you
6. Marketing Communications
7. Where we store your personal information
8. Sharing your personal information
9. How long will personal information be kept by us
10. Your rights under data protection legislation
11. What can you do if you're not happy
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1. Who we are and how we can be contacted

Our full legal name is Peter Charles Limited (Company House Registration Number: 03589829) and we are the Data Controller. If you need to contact us you have a number of options:

- You can email us at privacy@petercharles.com
- You can send us a letter addressed to Peter Charles Limited, 7 Antrobus Road, London W4 5HY
- You can also contact us by telephone on 020 8996 0323.

2. About our Data Protection Officer

While everyone at Peter Charles Limited is committed to protecting and respecting your privacy, we do not have an appointed Data Protection Officer. You can contact us with any questions about data protection and privacy by sending an email to privacy@petercharles.com

3. Other policies and information we encourage you to read

While this Privacy Policy contains all the information you need on how we collect and use your personal information, there is information in some other places which we encourage you to read.

- a) Linked Platforms
- b) Confidentiality and Non-disclosure Agreements
- c) Information Systems Acceptable Use Policy

a) [Linked Platforms](#)

Our site may, from time to time, contain links to and from our websites and digital platforms of our partner networks, and social media pages. If you follow a link to any of these websites, please note that these websites have their own privacy policies and that we do not accept any responsibility or liability for these policies. Please check these policies before you submit any personal information to these websites.

b) [Confidentiality and Non-disclosure Agreements](#)

If you are an Associate, Employee or Supplier of Peter Charles, please read any agreements you have with us. These agreements include important information which helps us to ensure data privacy for our customers, associates, suppliers and employees.

c) [Information Systems Acceptable Use Policy](#)

If you are an Associate, Employee or Supplier of Peter Charles, you will have agreed to our Information Systems Acceptable Use Policy. This policy includes important information about how we manage and maintain data protection at Peter Charles Limited. Please make sure you have read and understand this policy and act on its contents.

4. [Website Cookies](#)

"Cookies" are small text files that are either used for the duration of a session or saved on a user's hard drive in order to identify that user the next time he/she logs on to the web site.

We do not use Cookies to keep track of your identity.

We do use cookies temporarily to help track your progress through the site if you are signing up as an associate or supplier.

Google Analytics, one of the support services for this website, utilises cookies in the course of providing its service to PCL.

Should our use of cookies change we will update this statement. Please check back frequently to see any updates or changes to our privacy policy.

5. [Information we may collect from you](#)

Information we collect from people browsing our website.

- a) [Web server log data](#)
- b) [Google Analytics data](#)

a) [Web server log data](#)

We receive basic, standard information from our web servers' logs, for example information about your computer, such as your IP address, operating system and browser type ("Usage and Device Data"). This information is occasionally used by us for system administration and to analyse how our websites and platforms are being used. It also helps us to improve the online experience.

We do not attempt to use this data to identify individuals who are using our website.

b) [Google Analytics data](#)

Google Analytics, one of the support services for this websites, uses cookies in the course of providing its service to PCL.

PCL does not use this data to identify individual visitors to its websites.

Information we collect from Associates and Suppliers who register via our website.

- a) Business contact details
- b) CV/Resumé
- c) Photo/Image

a) Business contact details

When you register as an Associate or Supplier from our website, we ask you to supply us with business contact details.

Our lawful basis for processing this data is Legitimate Interests, namely maintaining a business relationship with you.

We may hold your contact details for as long as we have a business relationship with you. We will normally delete contact details 6 years after our last contact with you. We keep this data secure and do not transfer it outside the organization.

b) CV/Resumé

When you register as an Associate or Supplier from our website, we ask you to supply us with your CV or resumé.

Our lawful basis for processing this data is Contractual, namely we need this information as part of our contract with you in order to maintain professional indemnity insurance.

We may hold your CV or resumé for as long as we have a business relationship with you. We will normally delete CVs or resúmes 6 years after our last contact with you. We keep this data secure and only share it with our insurance supplier for the specific purpose of securing professional indemnity insurance for PCL.

c) Photo/Image

When you register as an Associate or Supplier from our website, we ask you to supply us with an image showing your face.

Our lawful basis for processing this data is Consent, we can only process this data with your consent.

How will my Photo/Image be used?

Peter Charles Ltd. may use your image to actively promote the company, in particular through its use on the Peter Charles websites. Its use may extend to include printed publications, advertisements, audio-visual and electronic materials, media work, display materials, social media and any other similar materials we may use in the future.

How long will my photo/Image be used?

Images may appear on the website if you are active on a Peter Charles project. Normally your image will be removed from the website when you become inactive.

When you are not active on a Peter Charles project, we may hold your image as long as we have a relationship with you, unless you ask us to delete it. We will delete your image if we have had no contact with you for 6 years.

If your image is used in any printed or other promotional materials, we may continue to publicly use the materials which include your image for up to **three** years.

Consent

We will ask for your consent to use your image as described here, at the time we request the image from you.

You do not have to consent to us using your image as outlined above in order to be an Associate, Employee or Specialist with Peter Charles Limited. Choosing not to give consent will not change the business relationship in any way.

6. Marketing Communications

Marketing Lists

We occasionally contact a small number of business people, who appear on targeted marketing lists. We purchase these from a third party and they are compiled from publicly accessible sources.

When we contact people on these lists, we always state the source of the contact information and provide the option for you to have your information deleted from our list.

Business Contacts

We occasionally contact people who have given us their contact details at business events, networking, etc.

When we contact these people, we provide the option for you to have your information deleted from our list.

Our lawful basis for processing this data is Legitimate Interests, namely maintaining a business relationship with you.

We may hold your contact details for as long as we have a business relationship with you. We will normally delete contact details 6 years after our last contact with you. We keep this data secure and do not transfer it outside the organization.

7. Where we store your personal information

All information you provide to us is stored on secure servers within the EU.

8. Sharing your personal information

The recipients of your personal data are limited exclusively to the people within PCL who have a need to know such information to perform their responsibilities.

If we are under a duty to disclose or share your personal information in order to comply with any legal obligation, or in order to enforce or apply our terms and conditions and other agreements; or to protect the rights, property, or safety of Peter Charles Limited, our customers, or others. This includes exchanging information with other companies and organisations for the purposes of fraud protection and credit risk reduction.

9. How long will personal information be kept by us

As a rule, we will not hold your personal information for any purpose or purposes for longer than is necessary to fulfil the purposes we collect it for, including for the purposes of satisfying any legal, accounting, or reporting requirements. For more specific retention periods, please see section 5 above. While we do everything we can to comply with these retention periods, if there is a legal, accounting or tax reason why the information is to be held for longer, we will only retain the information for as long as necessary to satisfy that legal, accounting or tax reason.

To determine the appropriate retention period for personal data, we consider the amount, nature, and sensitivity of the personal data, the potential risk of harm from unauthorised use or disclosure of your personal data, the purposes for which we process your personal data and whether we can achieve those purposes through other means, and the applicable legal requirements.

In some circumstances you can ask us to delete your data: see your right to be deleted below for further information. In some circumstances we may anonymise your personal data (so that it can no longer be associated with you) for research or statistical purposes in which case we may use this information indefinitely without further notice to you.

10. Your rights under data protection legislation

Data protection legislation provides you with certain rights when it comes to the processing of your information. These are:

- a) The right to be informed
- b) The right to access your information
- c) The right to correct your information
- d) The right to delete your information
- e) The right to restrict processing
- f) The right to object

a) The right to be informed

You have the right to be informed about how we collect and process your personal information, including who we are, how we use your personal information and your rights in relation to your personal information. We have gathered all the information you need in this privacy notice.

b) The right to access your information

You have the right to access the personal information we have about you. We can confirm whether or not your information is being processed and provide you with access to your personal information.

c) The right to correct your information

If your personal information is inaccurate or incomplete, you are entitled to have that information corrected and updated. If we have disclosed your information to any third parties, where possible, we will inform them of any updates you provide to us. You can update the personal information we hold about you by contacting us using any of the contact methods details in this Privacy Policy.

d) The right to delete your information

You have the right to request the deletion or removal of your personal information. There are limited circumstances in which you can request deletion of your information, these include, where the information is no longer necessary for the purpose for which we originally collected or processed it and where you have withdrawn your consent to the processing by us.

If you would like further information on your right to deletion, please just ask.

e) The right to restrict processing

In some circumstances, you also have the right to restrict or suppress the processing of your personal information. If you request us to suppress your personal information, we will suspend any further processing of it.

f) The right to object

You have the right to ask us not to process your personal information where we are relying on a legitimate interest and there is something which makes you want to object to processing on this ground. You also have the right to object where we are processing your personal information for direct marketing purposes. You can exercise the right at any time by contacting us at privacy@petercharles.com.

You can find further information on your data protection rights from the Information Commissioners Office (ICO) at <https://www.ico.org.uk>

11. What can you do if you're not happy

We are committed to protecting and respecting your privacy. However, if you're not happy with how we collect or process your information or just want some further information on your rights, you can contact us in the following ways:

- You can email us at privacy@petercharles.com
- You can send us a letter addressed to Peter Charles Limited, 7 Antrobus Road, London W4 5HY

We will work with you to resolve any issues you may have and aim to answer any question raised by you as soon as possible.

You can also make a complaint to ICO – further information can be found at <https://www.ico.org.uk/concerns/>

12. About Data Security

Peter Charles Limited has implemented measures to protect the privacy, security and integrity of your personal data. Access to personal data is restricted to those employees and service providers who need to know this information and who have been trained to comply with rules on confidentiality.

Peter Charles Limited ensures that your personal data is not altered, damaged or accessed by unauthorised third parties.

Please note that the Internet is not a secure medium. When submitting personal information to us using the Internet, your details may not be secure from access by third parties. The submission of personal information to us using the Internet is therefore made at your own risk. Once in receipt of your information Peter Charles Limited uses procedures and security measures to ensure only authorised access is permitted.

13. Changes to our Privacy Policy

We may change our policy from time to time. Any changes we make to this policy in the future will be posted on this page.