

Website Privacy Notice

This privacy notice sets out how we, Designated Ltd trading as Designated PA, registered in England and Wales under company number 15278217 with registered address of 167-169 Great Portland Street, London, W1W 5PF use and protect the personal information we, as data controllers, process whether during our interactions with you via our website (www.designatedpa.com), or in delivering our services.

We understand and take seriously, our data protection responsibilities to protect personal information that we process under the UK GDPR, the Data Protection Act 2018 and the Privacy and Electronic Communications Regulations 2003, as updated or amended from time to time (together "the regulations").

If you are a member of staff or a contractor this Privacy Notice does not apply, please contact us on info@designatedpa.com for further information on how we process your data.

If you have any questions about this Privacy Notice, please contact on info@designatedpa.com.

What we collect and the purpose of processing:

We act as the Data Controller for the following types of personal data:

Item	Service Provided			
	Medical	PA	Marketing	Accountancy/ Bookkeeping
Full Name	✓	✓	✓	✓
Email Address	✓	✓	✓	✓
Company Name	✓	✓	✓	✓
Cookie Consent	✓	✓	✓	✓

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Item	Service Provided			
	Medical	PA	Marketing	Accountancy/ Bookkeeping
Marketing & Comms Preference	✓	✓	✓	✓
Contact Number	✓	✓	✓	✓
<i>Job Title/Speciality</i>	✓	✓	✓	✓
<i>Additional contact person</i>	✓	✓	✓	✓
<i>Postal/Invoice address</i>	✓	✓	✓	✓
<i>Company Reg No</i>				✓
<i>Reg Office Address</i>				✓
<i>Place of Company Reg</i>				✓
<i>Date of Incorporation</i>				✓
<i>Work Address</i>				✓

BOLD – details collected when using our website including use of ‘contact us’ form
ITALICS – details collected when you become a client

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We are also required to collect data from our **Suppliers**, in order to enter into contracts for services, for example:

Contact data

- Name, role
- Email address
- Phone number/s
- Postal Address
- Company name, additional nominated contact person's email address and phone number

For all **Prospective Employees** who contact us through our website we are required to collect personal data in order to process your application:

- Name
- Email address
- Phone number/s
- Postal Address

Legal basis for processing data

Your consent

- When you use our 'Contact us' email address, you consent to us using your data in order to contact you for the reason specified on the form
- When you apply for a job via our website, you are providing personal details by consent in order for us to process your application
- When using our site, without disabling session cookies (using your browser settings), you are agreeing to us using session cookies to gather information. Please see our Cookie Policy for more information.

Performance of Contract

When you become a client or supplier, we require certain personal information in order to provide services to you under our contractual agreement.

When you become an employee or consultant, a separate Privacy Notice will be provided covering use of your personal data.

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What we do with the information we gather

Contact Data

Is used to respond to your queries, requests or process your application for a job. This data is stored for 24 months.

Client Data

This data is used to register you as a client and perform contracted services to you. This data is stored for as long as you may be a client with us and for seven years thereafter for legal reasons.

Supplier Data

This data is used to register you as a supplier, for the performance of our contract together. This data is stored for as long as you may be a supplier with us and for seven years thereafter for legal reasons.

Cookie Data

We use the information in line with our Cookie Policy here. The information we collect is aggregated and anonymised for our internal use and not passed onto any third parties. We only use that information to inform any changes to the website.

Links to other websites

Our site contains links to other social media sites we use, such as Facebook, Instagram and LinkedIn. We also have links to client and partners websites. Care has been taken to ensure that any sites listed are reputable and relevant. However, once you use these links we do not have control over their use of your personal data. Please do check the privacy notices applicable to external sites.

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Sharing of Personal data

Your personal information may be shared with other companies within or outside our Group for administrative purposes and to enable us to deliver our services to you, for example:

- Service suppliers to facilitate website, email, IT and administration services;
- Our professional advisors, for example, our lawyers and technology consultants, when they need it to provide advice to us;
- Market Research Agencies to measure or understand the effectiveness of advertising we serve to you and others. We may do this ourselves or appoint an agency to do this on our behalf. This will include your use of social media sites;

We do not sell your personal data to third parties.

We may share your personal information with a purchaser or potential purchaser of our business. In these circumstances, we will comply with the data protection regulations.

We may also need to share your data with third parties to provide you with the services you are requesting or when we are required to by law.

Automated decision making

No automated decisions are made using any personal information collected when using this site or whilst you are a client or supplier.

Security

We are committed to ensuring that your information is secure. In order to prevent unauthorised access or disclosure, we have put in place suitable physical, electronic and managerial procedures to safeguard and secure the information we collect online.

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Data Transfers outside the UK or EEA

We do not send any Personally Identifiable data outside the UK or EEA unless you have specifically requested this.

Data Processors

Where third parties are processing personal information on our behalf, they will be required to implement appropriate technical and organisational measures to meet their obligations under the Data Protection Regulations and to only process personal information in accordance with our instructions.

Your rights

You are entitled to ask about the data that is held about you, subject to certain exceptions. This is called a Subject Access Request (SAR). These should be made by email to: info@designatedpa.com.

The Data Protection Regulations provide the following rights for individuals:

- The right to be informed
- The right of access
- The right to rectification
- The right to erasure
- The right to restrict processing
- The right to data portability
- The right to object
- Rights in relation to automated decision making and profiling

We will make every attempt to ensure you are satisfied with our handling of your data queries or requests. However, you have the right to complain to the Information Commissioners Office (ICO) if you are not satisfied with our handling of your requests about the protection of your data. Follow this link below to report a concern to the [ICO](#).