



## Inspiring OD Ltd. Privacy Notice

### **Our Contact Details**

Name: Inspiring OD Ltd. *Registered company no: 11631115*

Address:

8 Lindsey Court  
Langham Drive  
Rayleigh  
Essex SS6 9TG

Phone Number: 07854 830385

E-mail: [neil@inspiringod.com](mailto:neil@inspiringod.com)

Website: [www.inspiringod.com](http://www.inspiringod.com)

Contact for Data Protection enquiries: Neil Keeler – Owner & Managing Director

### **What type of information we have**

We currently collect and process the following information:

- Personal identifiers, contacts and characteristics, for example, name and contact details, telephone and email addresses.
- Business information on learning and development needs, organisational plans, workshop and other data shared in confidence, as part of our service.

### **How we get the information and why we have it**

Most of the personal information we process is provided to us directly by you for one of the following reasons:

- To provide high quality Organisational Development consultancy as a professional services provider.
- To offer you services (workshops, training or learning and development events or activities) that you have advised us you are interested in.

Under the General Data Protection Regulation (GDPR), the lawful bases we rely on for processing this information are:

- (a) Your consent. *You are able to remove your consent at any time.* You can do this by contacting Neil Keeler.
- (b) We have a contractual obligation.
- (c) We have a legal obligation.
- (d) We have a vital interest.
- (e) We need it to perform a public task.
- (f) We have a legitimate interest.



## What we do with the information we have

We use the information that you have given us in order to provide professional organisational development or business consultancy services to you, and/or your organisation

We may share this information with licenced training partners, with your express consent.

## How we store your information

Your information is securely stored on password protected laptops or PC's, protected by regularly updated anti-viral and anti-malware software.

We keep contact information for 5 years. We will then dispose your information by securely erasing data and/or the destruction of any hard copies.

## Your data protection rights

Under data protection law, you have rights including:

**Your right of access** - You have the right to ask us for copies of your personal information.

**Your right to rectification** - You have the right to ask us to rectify information you think is inaccurate.

You also have the right to ask us to complete information you think is incomplete.

**Your right to erasure** - You have the right to ask us to erase your personal information in certain circumstances.

**Your right to restriction of processing** - You have the right to ask us to restrict the processing of your information in certain circumstances.

**Your right to object to processing** - You have the the right to object to the processing of your personal data in certain circumstances.

**Your right to data portability** - You have the right to ask that we transfer the information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact Neil Keeler at:

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8 Lindsey Court

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Essex SS6 9TG

07854 830385

[neil@inspiringod.com](mailto:neil@inspiringod.com)

[www.inspiringod.com](http://www.inspiringod.com)

if you wish to make a request.



## How to complain

You can also complain to the ICO if you are unhappy with how we have used your data.

The ICO's address:

Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF



Helpline number: 0303 123 1113