

### **What is GDPR?**

On the 25 May 2018, the current UK Data Protection Act (DPA) was replaced by a new privacy law based on the EU General Data Protection Regulation (GDPR).

The new law gives you more rights and more control over how organisations use any personal information you share with them such as your name or email address. As always, we're committed to safeguarding your privacy and meeting all the requirements of privacy law, so we've put some new processes and controls in place. We'll only use and keep your personal information for as long as is necessary, where we have a legitimate business purpose or legal requirement to do so.

### **What does Torevell & Partners use my data for?**

We use data:

- in the normal course of our business to provide the products and services you have requested
- to identify you when you contact us
- to send you updates of any changes which are important to you

For more information on what we use your personal information for, please see our privacy policy

### **Do you share my information with third parties?**

From time to time, we will share your personal information with a select number of third party organisations who help deliver products and services on our behalf. We impose strict information security control measures for all third parties and insist that they maintain industry standards equivalent to the requirements of our governing regulators in the UK.

We may also share your data for the purposes of fraud prevention or where we are required to do so by law.

### **Is my information secure?**

Information is key to our business and we understand that you trust us to keep it safe. We only store personal information in secure systems which can't be accessed without authorisation. We have rigorous information security and governance controls in place, including systems to detect and prevent online threats.

### **How can I find out what information you hold about me?**

Under privacy law, you can request full details of the information we hold about you, how we use and store it, and why. This is called a Subject Access Request (SAR) and you can make one at any time by emailing [dataprotection@torevellpartners.co.uk](mailto:dataprotection@torevellpartners.co.uk) or writing to us at Torevell & Partners, 5 Oxford Court, Manchester M2 3WQ

### **How do I request that you delete all the information you hold about me?**

There are a number of conditions under which you have the right to have information about you deleted from our systems and archives. This is sometimes referred to as the 'right to be forgotten' and is designed to protect you by preventing companies from retaining or using your personal information inappropriately or unlawfully. Please note

that it does not allow you to have all of your information deleted at any time, because we are legally required to retain information for some purposes, and for specified periods. You can exercise this right by emailing [dataprotection@torevellpartners.co.uk](mailto:dataprotection@torevellpartners.co.uk)

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