

Fields of Change Ltd – GDPR

Privacy Policy

For the purposes of the General Data Protection Regulation ("GDPR") and UK data protection laws, the controller is **Fields of Change Ltd, Poplar Farm, Upperthorpe Road, Westwoodside DN9 2AH**

About this document

This privacy policy sets out the way we process your personal data and we've created this privacy policy to make sure you are aware of how we use your data.

How we collect your information

We may collect your personal data by means of a form on our website, cookies when you visit the website or by telephone, face to face meeting, email or post. We may collect this data in the following ways:

- Directly from you, when you submit information to us to enable us to complete work that you have requested.
- Directly from you when you submit information to join our e-mail marketing list via our website: www.careersoshelp.com
- Via cookies when you visit our website
- When we, from time to time, contact you regarding administrative matters

The types of information we collect

We may collect the following types of personal information about you:

- Contact information, including email addresses, telephone numbers and postal addresses
- Records of communications and interactions we have had with you
- Financial information, including bank account details or debit card details or credit card details to support the payment of us carrying out work that you have requested
- Information relevant to our provision of our support to you, including details regarding your work and family relationships where relevant.

Why we use personal data

We use your personal data in order to enable us to deliver and charge for the services we provide in accordance with our contractual obligations. For the purposes of the General Data Protection Regulation ("GDPR") and UK data protection laws, when processing your personal data we are relying on the legal basis of:

- Our contract with you – Terms of Engagement

The information we collect and process is required for us to be able to perform our contractual obligations and receive payment from you for the services we provide. Should you fail to provide this information, we would not be able to deliver under the terms of our contract with you.

Sharing your information with others

We do not sell your personal data. We only share your personal data with another party if it is to support our work with you and only with your consent e.g. Mailchimp our automated e-mail marketing provider, Zoom or Microsoft Teams our Meetings and Webinar Platform Providers.

How long your information is kept

We keep your personal data only for as long as necessary. We keep your contact information until we consider there is no need to provide support or until you request it to be erased.

Your rights

Under certain circumstances, by law you have the right to:

- Request access to your personal data (commonly known as a "data subject access request"). This enables you to receive a copy of the personal data we hold about you and to check that we are lawfully processing it
- Request correction of the personal data that we hold about you. This enables you to have any incomplete or inaccurate information we hold about you corrected
- Request erasure of your personal data. This enables you to ask us to delete or remove personal data where there is no good reason for us to continue processing it. You also have the right to ask us to delete or remove your personal data where you have exercised your right to object to processing (see below)
- Object to processing of your personal data in particular ways, including processing based on the lawful basis of legitimate interests and direct marketing. Fields of Change Limited will contact you from time to time with marketing that lets you know of services that may be of benefit to you, you can opt out of such mailings at any time by simply telling us that you wish to do so.

- Request the restriction of processing of your personal data. This enables you to ask us to suspend the processing of personal data about you, for example if you want us to establish its accuracy or the reason for processing it
- Request the transfer of your personal data to yourself or another party in a safe and secure way, without affecting its usability, for example in a format that is structured, commonly used, and machine-readable

Please note that the above rights are not absolute, and we may be entitled to refuse requests where exceptions apply. Further details regarding these rights can be found on the Information

Commissioner's Office website:

<https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/individual-rights/>

Contact and complaints

If you have any queries about this privacy policy or how we process your personal data, or if you wish to exercise any of your legal rights, you may contact Fields of Change Ltd:

- by email: michelle@fieldsofchange.co.uk
- by telephone: 07789 922842
- or by post: Fields of Change Ltd, Poplar Farm, Uppertorpe Road, Westwoodside DN9 2AH

If you are not satisfied with how we are processing your personal data, you can make a complaint to the Information Commissioner. You can find out more about your rights under applicable data

protection laws from the Information Commissioner's Office

website: <https://ico.org.uk/>