

Elm Place Limited – Data Privacy Policy

Elm Place Limited (The Company, We, Us or Our as appropriate) provides Information Technology services, software and materials to its clients. That is its principal business. It does not carry out marketing or bulk mail services on its own behalf or on behalf of its clients.

The company receives and retains personal data including email addresses in order to communicate with its employees, clients and suppliers for the purpose of conducting its principal business.

We also receive and may retain personal data including email addresses contained in unsolicited communications from other individuals and organisations.

Our clients sometimes ask us to process third party personal data as a service, such as the development of a database. If the client requests it, we will retain the third party data in an encrypted form.

We use security products to defend our systems, including personal data, from intrusion, corruption and theft. Data transferred to external processors, for example for backup, is encrypted in transit and at the external destination.

Except as required by law we will **not** provide personal data to any person or organisation other than the person or organisation that provided it.

We will from time to time review the personal data we hold so that it is not retained for longer than is necessary.

We believe that no explicit consent is required for retaining personal data as described in this policy statement. However, if you wish to know if we hold your personal data or wish us to remove it, you may ask us by email or in writing to

data-protection@elmplace.co.uk

Data Protection
Elm Place Limited
2 Elm Place
BATH
BA2 2AB

Elm Place Limited is registered at the Information Commissioner's Office:
ICO Registration Number Z2994185

Elm Place Limited is a company registered in England and Wales:
Company Registration Number 02446088