



Privacy Policy

We collect personal data from customers and prospective customers to deliver our services and maintain a business relationship with you. If you have worked with us before, we'd like to think you will want to again. So, we hold data. We take the custody and privacy of this data very seriously.

This Privacy Policy lets you know what information we collect, what we then do with it, and the rights you have when it comes to your data.

The policy may be updated occasionally to reflect changes to operational practices or legal requirements, or for regulatory reasons. If and when we make changes to this policy, we will notify you of the changes by posting the revised policy on our website or by other means when appropriate.

Who are we?

- Veway Consulting Limited "Veway"
- A company registered in England (company no: 06883653)
- Data controller: Suzanne Broderick suzanne@veway.co.uk

Children

We do not knowingly collect information or provide services to children.

Information we collect

Information you give us

We collect and processes a range of information about you (generally information you have given to us). This includes:

- your name and contact details, including email address and telephone number, and possibly job title and company name
- any invoicing, payment or related information you give us
- any personal information you provide within a specific contract assignment
- the terms and conditions of any agreement we have with you
- information you provide as part of a contract assignment.

We use different methods to collect data from and about you including through:

Direct interactions. You may give us your identity and contact data by corresponding with us by post, phone, email or otherwise. Identity and Contact Data from publicly available sources such as Companies House and the Electoral Register based inside the EU.

Website visitors

We may collect information about your computer, including where available your IP address, operating system and browser type, for system administration. This is statistical data about our users' browsing actions and patterns and does not identify any individual and we will not collect personal information in this way.

We may obtain information about your general internet usage by using a cookie file or similar technology that is stored on the hard drive of your computer. Cookies contain information that is transferred to your computer's hard drive. They help us to improve our site and to deliver a better and more personalised service. Please see our Cookie Policy.

You may refuse to accept cookies by activating the setting on your browser which allows you to refuse the setting of cookies. Unless you have adjusted your browser setting so that it will refuse cookies, our system will issue cookies when you log on to our site.



Why we use personal data

We will only use your personal data when the law allows us to. Most commonly, we will use your personal data in the following circumstances:

- Where we need to perform the contract we are about to enter into or have entered into with you.
- Where it is necessary for our legitimate interests and your interests and fundamental rights do not override those interests.
- Where we need to comply with a legal or regulatory obligation.

Generally we do not rely on consent as a legal basis for processing your personal data. We do not send any third party or direct marketing communications.

Who has access to data?

Your information may be shared internally, under contract and NDA, and/or designated professional services providers such as accountant and lawyer, and only if access to the data is necessary for performance of their roles. In certain limited circumstances, we may also be required to share information with third parties to conform to legal requirements or to respond to lawful requests by public authorities, including to meet national security or law enforcement requirements.

Data security

We have put in place appropriate security measures to prevent your personal data from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. In addition, we limit access to your personal data to those employees, agents, contractors and other third parties who have a business need to know.

We have put in place procedures to deal with any suspected personal data breach and will notify you and any applicable regulator of a breach where we are legally required to do so.

Data retention

We will only retain your personal data for as long as necessary to fulfil the purposes we collected it for, including for the purposes of satisfying any legal, accounting, or reporting requirements.

Your rights

As a data subject, you have a number of rights. You can:

- access and obtain a copy of your data on request
- require Veway to change incorrect or incomplete data
- require Veway to delete or stop processing your data, eg where the data is no longer necessary for the purposes of processing
- object to the processing of your data where Veway is relying on its legitimate interests as the legal ground for processing.

If you would like to exercise any of these rights, please contact suzanne@veway.co.uk.

If you believe that Veway has not complied with your data protection rights, you can complain to the Information Commissioner.