

## **KEN ALLEN WEBSITE - PRIVACY NOTICE**

This privacy notice is for data captured through Ken Allen's website [www.kenallen.com](http://www.kenallen.com), for information purposes and explains how personal data is processed.

### **DEFINITIONS**

For purposes of this policy, the following definitions will be used.

The UK Data Protection Act 2018 – the UK's implementation of the General Data Protection Regulation (GDPR).

Personal data – includes but is not limited to any personal data; names, addresses, telephone numbers, email addresses.

Processing – this includes storing, collecting, sending or deleting data.

The company – refers to Ken Allen.

### **INTENDED AUDIENCE**

This policy is intended for anyone whose personal data is processed by [contact@kenallen.com](mailto:contact@kenallen.com) on behalf of Ken Allen.

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### **BACKGROUND**

The website is to showcase Ken Allen's credentials, achievements and help facilitate booking opportunities for both consultancy and events.

This policy demonstrates how Ken Allen processes data and shows his commitment to limiting processing and protecting your privacy and data security in accordance with the Data Protection Act 2018 and other relevant regulations.

### **DATA THAT MAY BE COLLECTED FROM YOU**

Data may be collected, stored and used under the following categories of personal information about you:

Personal contact details such as name, telephone number, e-mail address, mobile telephone number.

## **SHARING PERSONAL INFORMATION WITH THIRD PARTIES**

We will share your personal information with third parties where required by law, or where we have another legitimate interest in doing so.

## **TRANSFERRING INFORMATION OUTSIDE THE UK**

Personal information collected about you may be transferred to countries outside the UK in order to perform our contract with you or where this otherwise forms part of legitimate interests.

When this is done, it will only be done where there is an adequacy decision by the United Kingdom in respect of those countries or another lawful basis for the transfer under the UK Data Protection Act 2018.

## **DATA SECURITY**

Appropriate security measures have been put in place to prevent your personal information from being accidentally lost, used, or accessed in an unauthorised way, altered or disclosed. Your personal information is subject to a duty of confidentiality.

Procedures to deal with any suspected data security breach have also been put in place and you will be notified and any applicable regulator of a suspected breach where it is legally required to do so.

## **HOW LONG WILL YOUR INFORMATION BE USED FOR?**

Subject to any specific retention periods specified elsewhere in this privacy notice, your personal information will only be retained for as long as necessary to fulfil the purposes the data was collected for, including for the purposes of satisfying any legal requirements. To determine the appropriate retention period for personal data, the amount, nature, and sensitivity of the personal data, the potential risk of harm from unauthorised use or disclosure of your personal data, the purposes for which your personal data is processed and whether those purposes can be achieved through other means, and the applicable legal requirements are taken into consideration.

In some circumstances your personal information may be anonymised so that it can no longer be associated with you, in which case such information may be used without further notice to you. If, for any reason, you request to have your data removed, your personal information will be retained and securely destroyed in accordance with applicable laws and regulations.

## **YOUR RIGHTS IN CONNECTION WITH PERSONAL INFORMATION**

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

Request access to your personal information (commonly known as a “data subject access request”). This enables you to receive a copy of the personal information held about you and to check that it is being lawfully processed.

Request correction of the personal information that is held about you. This enables you to have any incomplete or inaccurate information about you corrected.

Request erasure of your personal information. This enables you to ask to delete or remove personal information where there is no good reason for its continued processing. You also have the right to ask to delete or remove your personal information where you have exercised your right to object to processing (see below).

Object to processing of your personal information where legitimate interest is being relied upon (or those of a third party) and there is something about your particular situation which makes you want to object to processing on this ground. You also have the right to object where your personal information is being processed for direct marketing purposes.

Request the restriction of processing of your personal information. This enables you to ask to suspend the processing of personal information about you, for example if you want its accuracy or the reason for processing established.

Request the transfer of your personal information to another party (where this is applicable under the UK Data Protection Act 2018).

If you want to review, verify, correct or request erasure of your personal information, object to the processing of your personal data, or request that a copy of your personal information is transferred to another party, the contact details are as follows:

Email: [contact@kenallen.com](mailto:contact@kenallen.com)

You will not have to pay a fee to access your personal information (or to exercise any of the other rights). However, you may be charged a reasonable fee if your request for access is clearly unfounded or excessive.

## **RIGHT TO WITHDRAW CONSENT**

In the limited circumstances where you may have provided your consent to the collection, processing and transfer of your personal information for a specific purpose, you have the right to withdraw your consent for that specific processing at any time. This right can be exercised by contacting [contact@kenallen.com](mailto:contact@kenallen.com) as the details are set above.

## **CHANGES TO THIS PRIVACY NOTICE**

We reserve the right to update this Privacy Notice at any time by updating the Privacy Notice on our website.