



DATA PRIVACY NOTICE

Calchan Holdings Limited

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Data Privacy Summary

Who are we?

We are : **Calchan Holdings Ltd and wholly owned subsidiary, Calchan Ltd.**

Our registered address is: Warwick House
Ermine Business Park
Spitfire Close
Huntingdon
PE29 6XY

We are registered with the ICO as a controller under number: **ZA433944**

We are considered to be the “controller” of your personal data. That means that for any data we hold on you, that could identify you as an individual, we have a duty to protect that data in line with data protection laws.

The purpose of this privacy notice to make sure you are informed about the personal data we hold on you, why we hold it and generally how we comply with current data protection laws.

If you want to talk to us about this, the person in charge of Data Protection is Mrs. Brenda Reynolds.

- We keep to a minimum, the personal data we hold on you.
- Because of the nature of our business, personal data is used to fulfil our legal obligations, identify potential investors and for contractual purposes only.
- If you browse our web site, we do not use cookies or analytics.
-

Tell me more...

To see more about how we use your personal data, read the notice or notices which apply best to your relationship with us:

- I am a corporate investor
- I am a shareholder
- I am a business partner or joint venture
- I am a supplier

Corporate Investor

We hold your contact details and the details required to register you at Companies House, as we are obliged to do so by law.

We also use your contact details to update you about the company's progress and let you know of any board events. This is a legitimate thing for us to do.

Transfers of your data outside of the EEA

We do not transfer or process data in countries or organisations deemed to have inadequate protection of data by the EU.

Third parties

We also have a small number of companies providing services to us. These are our contractors and we have the appropriate contracts in place with them.

Technical security

- All our laptops are password protected, as are our phones.
- Our servers are maintained offsite by our IT contractors and we don't have any desktop computers at all. Servers are protected by physical security.
- The ability to log on to all these devices is restricted to members of staff, each having their own unique log on credentials and trusted IT contractors for maintenance purposes only.

Your rights

You have rights in respect of our processing of your personal data as follows :

- Request a copy of your personal data and information about our processing of it
- Request that we delete information on you if we do not need to hold it
- Request that we correct any personal data that we hold on you
- Request that we stop processing your data, for certain things, e.g. if you no longer want to be made aware of the company's progress.
- Request that we move your data to another organisation's IT system electronically

If you want to exercise any of these rights, please contact us at the following email address:

- Brenda.Reynolds@Calchan.co.uk

You also have the right to lodge a complaint about our processing with a supervisory authority. In the UK, that is the ICO whose details can be found here: <https://ico.org.uk/global/contact-us/postal-addresses/>

Contact us

If you want to talk to us about this, the person in charge of Data Protection is Mrs. Brenda Reynolds.

Employee/Shareholder Privacy Notice

If you are an employee, please refer to our employee handbook for information about how we use your personal data.

If you are a shareholder, we hold your contact details to ensure we hold accurate details and to facilitate the future sale/trading of any shares. This is held securely in the UK and is not transferred to any third party.

If you want to talk to us about this, the person in charge of Data Protection is Mrs Brenda Reynolds.

Supplier Privacy Notice

What data we hold

As one of our suppliers, we will hold the following personal information about you for as long as we have a relationship with you or think we might want to buy products or services from you, or for the duration of a dispute with you.

- We hold the information that is needed to fulfil our contract with you. This will be your contact details and your payment details. We need to know who you are so we can do business with you.
- We may pass your contact details on in the form of recommendations to other companies looking for suppliers by word of mouth. We see this as a legitimate thing for a business to do; it helps you grow your business and benefits everyone in the network.
- If you give us a call or make contact by email, we will follow up on your enquiry and see if there is a way in which we can help you. We keep a record of enquiries received, so that we know what we have said to whom. This is a legitimate thing for a business to do to ensure that both parties are happy with the service levels between them.

Transfers of your data

We do not transfer or process data in countries or organisations deemed to have inadequate protection of data by the EU.

Third parties

We also have a small number of companies providing services to us. These are our contractors and we have the appropriate contracts in place with them.

Technical security

- All our laptops are password protected, as are our phones.
- Our servers are maintained offsite by our IT contractors and we don't have any desktop computers at all. Servers are protected by physical security.
- The ability to log on to all these devices is restricted to members of staff, each having their own unique log on credentials and trusted IT contractors for maintenance purposes only.
- Landline phone calls are not encrypted.

- If you have particular security requirements, please call us to discuss how we can support you.

Your rights

You have rights in respect of our processing of your personal data. The relevant rights are:

- Request a copy of your personal data and information about our processing of it
- Request that we delete information on you if we do not need to hold it
- Request that we correct any personal data that we hold on you
- Request that we stop processing your data, for certain things.
- Request that we move your data to another organisation's IT system electronically

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Joint Venture and Business Partner Privacy Notice

What data we hold

As one of our JV's or business partners we will hold the following personal information about you for as long as we have a relationship with you.

- We hold the information that is needed to fulfil our contract with you. This will be your contact details and your bank details. We need to know who you are, so we can do business with you.

Transfers of your data

We do not transfer or process data outside the European Economic Area or other countries or organisations deemed to have inadequate protection of data by the EU.

Third parties

We also have a small number of companies providing services to us. These are our contractors and we have the appropriate contracts in place with them.

Technical security

- All our laptops are password protected, as are our phones.
- Our servers are maintained offsite by our IT contractors and we don't have any desktop computers at all. Servers are protected by physical security.
- The ability to log on to all these devices is restricted to members of staff, each having their own unique log on credentials and trusted IT contractors for maintenance purposes only.
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