

# CSA Privacy Statement

See also – *Data Protection Policy, Staff Data Protection Policy & Confidentiality Policy*

Clarke Saunders Associates (CSA) is committed to ensuring the privacy rights of its employees, customers, suppliers and all other associates who may provide personal information to the company under the GDPR regulations.

## **Clients and Customers**

CSA does not carry out any mass marketing communications via any means and all personal data provided to the company is solely used for the reason expressed at the time of it being provided to us.

CSA does not hold an accessible database of personal information, information provided to the company in relation to all projects work is held either on our secure live job server or on the secure archived server. Information held in relation to appointed projects is securely stored in line with our insurance terms for a minimum period of 12 years.

CSA uses project specific information for sales and publicity reasons and on the company website, however no personal information stored in relation to these projects is provided to other parties.

Most of CSA's consultancy work is business to business and therefore tends not to involve any personal data. In the case of private clients their express consent is given at the time of quotation to store their personal data for appropriate project specific use and for at least the period of limitation in line with our insurances on completion.

## **Current and Prospective Employees**

CSA ensures employee records are kept up to date, stored securely and only used for genuine HR functions, including maintaining accurate employee records as required. Supply of these details to third parties is not anticipated, and in any event would only be done with the express written consent of the individual employee(s) concerned.

Those providing their information to CSA for potential employment provide consent via the website submission or as part of their application to the company, should they be unsuccessful in their application the information is held on file for a maximum period of six months, unless express consent for the information to be held for longer is given by the individual, six months after an unsuccessful application all information is deleted in full. CSA does not hold any data on prospective employees without their express consent.

## **Equipment**

CSA has implemented security and privacy features within the IT systems with password protected printing and restricted areas on the server where personal information is held and only accessible by those who require it.



Signature.....

Name & Position *Ed Clarke, Managing Director*