

Tripos Consultants Privacy notice

This privacy policy explains how we use any personal information we collect about you it is prepared using a legitimate interest basis for processing data.

The legitimate interests basis for processing data is where you use people's data in ways they would reasonably expect and which have a minimal privacy impact, or where there is a compelling justification for the processing.

The following tests have been applied to establish this as an appropriate basis for this policy:

Purpose test – is there a legitimate interest behind the processing?

Necessity test – is the processing necessary for that purpose?

Balancing test – is the legitimate interest overridden by the individual's interests, rights or freedoms?

The policy describes the following:

1. The information we hold about you or your business
2. How we use the information
3. Access to your information and the opportunities you have for correction
4. Use of the Tripos Consultants website
5. Changes to our privacy policy
6. How to contact us

The information we hold about you or your business.

Copies of correspondence, summaries of organisational learning needs provided by you included in proposals requested.

Client email addresses, postal addresses and telephone numbers provided by you, Invoices for completed work.

All data is held electronically and secured by a confidential password.

How we use the information

We use data solely to manage your account and ensure that the services we provide meet your needs.

No client contact details are used for sending unsolicited promotional communications.

No data relating to our relationship with you or your organisation is shared with other people or organisations.

Invoices for completed work are retained and available for examination by HMRC if required.

Access to your information and the opportunities you have for correction

If you require access to any data relating to your business relationship with us please send an enquiry by e mail to mail@triposconsultants.co.uk Any changes you ask for will be implemented within 7 working days.

Use of the triposconsultants.co.uk website

The Tripos website contains links to other websites not controlled by us. This policy relates only to data directly controlled by Tripos.

Changes to our privacy policy

This policy was updated in May 2018 and will be reviewed if our data arrangements change.

How to contact us

If you have any questions about this privacy notice please contact us by e mail mail@triposconsultants.co.uk or in writing, at the address on the web site www.triposconsultants.co.uk