

GDPR Policy

Ballueder Partners general data protection regulation (GDPR) policy is the responsibility of our CEO and CDO, namely Volker Ballueder. Personal information means any information that relates to an individual that may be used either directly or indirectly to identify them.

Whose information does this privacy notice apply to?

This privacy notice applies to information we collect from:

- Clients (prospective, current and former)
- People who subscribe to our newsletter
- Visitors to our website

What is Personal Information?

There are two types of personal information that Ballueder Partners may store about individuals that it is in contact with.

1. Ballueder Partners stores general contact information provided by individuals, with their consent.
2. Ballueder Partners stores special category data that is a sub-category of personal information, including client notes and provided by individuals with their consent.

Personal information may be stored either electronically or on paper.

A person's details may be collected by Ballueder Partners to undertake its business activities.

Business activities include:

- Marketing and information
- Appointments
- Application forms
- Consultation forms
- Client notes

How do we process personal data?

Any information stored electronically will be secured by encryption and/or password protection.

Any information stored on paper will be protected by restricted physical access.

Who has access to personal data?

The only people that may have access to personal information are members of the Executive Team.

No personal information is passed on to any other individuals or organisations unless:

- It is at the request of the individual; or
- The Executive Team is legally required to do so

How long do we keep personal data?

Ballueder Partners will keep personal data for no longer than reasonably necessary.

Data will be kept up to date and changes made as required. If the Ballueder Partners' business ceases trading then all personal data will be deleted or destroyed.

Consent

Requests by individuals to obtain their contact or personal information held by Ballueder Partners will be honoured. Ballueder Partners will destroy contact or personal information about individuals if requested by them but this might mean that Ballueder Partners can no longer provide certain services to them.

Ballueder Partners will update any contact or personal information that we know to be incorrect.

For further details about these rights please see the [Information Commissioner's website](#).

Data Breach

If a data breach means that any contact or personal information has been passed to others without consent, the individual and Ballueder Partners CEO will be informed. The Ballueder Partners CEO will determine in conjunction with the Executive Team what further action may be required. Individuals whose data has been compromised will be informed.