

DAVID V WOODS, NOTARY PUBLIC - PRIVACY STATEMENT

WHAT INFORMATION WILL WE COLLECT

We will collect the information that you provide and that is provided on your behalf, for example by your overseas advisors. This is likely to include your name, address, email address, phone numbers and other information relevant to the work you want us to carry out for you. We may also obtain information about you from publicly available sources such as Companies House and from the documents that you provide to us.

WILL WE KEEP YOUR DATA SECURE

We have appropriate security measures in place to protect your information from access by unauthorised persons and against unlawful processing, accidental loss, destruction and damage.

YOUR RIGHTS

You have certain rights under data protection legislation. These include the right to access the information we hold about you and the right to request that your data is corrected (if it is inaccurate) or deleted (if it should no longer be processed). You can exercise these rights at any time and you can find out more information about them from the website of the Information Commissioner at www.ico.org.uk.

WHAT WILL WE USE THE INFORMATION FOR

We will use the information mainly in order to perform and fulfil the contract between you and us. That is likely to be the lawful basis for processing.

WILL WE DISCLOSE YOUR INFORMATION

We may engage other companies to provide services to us - for example legalisation agents or translators. They will need access to your information to perform their services but their access will be limited to that purpose.

HOW LONG WILL WE RETAIN YOUR DATA

Under the rules that govern our work we are required to keep some information indefinitely. Where this does not apply, we will keep your data for such period as we reasonably believe is appropriate and in your best interests.

WHO ARE WE AND HOW DO YOU CONTACT US

This is the Privacy Statement of David V Woods, Notary Public. David V Woods is the proprietor. You can contact us at dvwoods@greenwoodsgrm.co.uk or by phone on 01733 887793. Our address is c/o Greenwoods GRM, Monkstone House, 30 City Road, Peterborough PE1 1JE. Please address any questions or concerns to us there. The Information Commissioner is the supervisory authority for data protection matters and you can raise concerns with them at www.ico.org.uk.concerns.