GDPR

This is the privacy policy of Thomas Lister in relation to its operation at 11, The Courtyard, Buntsford Gate, Bromsgrove, Worcestershire, B60 3DJ.

Thomas Lister respects your privacy and is committed to protecting your personal data. This policy informs you of how we protect your personal data, however we receive it from you, (including the website) and tells you about your privacy rights and legal protections.

It is important that you read this privacy policy together with any other information we may provide on occasions when we are collecting or processing personal data about you so that you are fully aware of how and why your data may be used.

Data Controller

When we use 'Thomas Lister', 'we', 'us' or 'our' in this policy, we are referring to Thomas Lister, a sole trader based in the UK. This company is the 'controller' for your personal data and is responsible for processing and proper protection of your data.

We have not appointed a data protection officer as we are not sufficient in size and do not deal with enough personal data in order that this would be necessary.

Changes

Please inform us of any important changes about your personal data during your contract with us.

Third Party

We will not submit your personal data to any third party unless we require it within our contract or have a statutory obligation to do so or have your consent.

We do not control any links to third parties through our website and are not responsible for their privacy statements.

Data

We may collect and store personal data about you when we enter into a contract. This will include identity, contact, financial and transaction data, email, website and response from occasional event invitations.

Use of Data

We will only use your personal data:

- If the contract we have entered with you requires it.
- To comply with a legal, statutory or regulatory matter or
- We have your consent for a specific purpose as agreed.

Disclosure of your Personal Data

Personal data may have to be shared with the following parties:

- Service providers for website activity and IT and system administration.
- Professional advisers to include solicitors, bankers, auditors and insurers on banking, legal, insurance and accounting services or
- HM Revenue & Customs, authorities and regulators who require specific information.

Security

We have appropriate security measures to prevent your personal data from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed.

You will be notified of any suspected personal data breach along with the appropriate regulator (usually the Information Commissioner's Office) where we are legally required to do so within a timeframe as stipulated by the regulator.

Data Retention

Personal data will only be retained for as long as is required throughout contract agreement to include legal accounting or reporting matters.

Normally, details are held for 6 years following your contract/agreement with Thomas Lister by law to include contact, identity, financial and transaction data for tax purposes and to defend ourselves against any contractual claims that should arise from said contract/agreement.

Legal Rights

Under certain circumstances under data protection laws, you have the right to your personal datato:

- Request access to your personal data
- Request correction of the personal data that we hold about you
- Request erasure of your personal data
- Object to processing of your personal data
- Request restriction of processing of your personal data
- Request the transfer of your personal data to you or a third party and
- Withdraw consent at any time where we might rely on consent to process your personal data.

Complaints

We would prefer the chance to deal with your concerns before you approach the ICO(Information Commissioner's Office), so please contact us in the first instance.

Other Information

Specific information may be requested from you to help us confirm your identity when requiring access to your personal data. This is purely for security measures to ensure personal data is not given to any person/s that have no right to receive/view it.