

## **John Yates International - GDPR – Privacy Policy**

### **Introduction**

This document applies to the processing of your personal data by John Yates International.

### **Who is responsible for your personal data**

The appointed data controller for John Yates International can be contacted by email at any time: [Catherine.darbon@johnyatesinternational.com](mailto:Catherine.darbon@johnyatesinternational.com)

### **How we protect your personal data**

We use technical measures such as password protection to protect your data and the systems that they may be held in. We also use operational measures to protect the data, for example by limiting the number of people who have access to your personal data. We keep these security measures under review and up to date with current best practice.

### **What data we collect from you**

- We only hold some or all the following data on our clients; Your name, address, email address, telephone number and place of work.

### **Why we collect your data**

The legal bases on which your personal data is recorded i.e. the legitimate interests of John Yates International to administer your enquiry and to fulfil any lawful contract.

### **How we use your personal data**

As a potential customer of John Yates International, you consent to the processing, retention and sharing of your personal data for assessing your enquiry. You can withdraw your consent and request erasure of your data at any time prior to your enquiry being processed by notifying the Data Controller you wish to cancel your enquiry.

As a customer your data will be processed, retained and shared for any reasonable purposes required by the activities of John Yates International. These purposes include, but are not limited to, the following:

- Assessing any enquiries, you make
- Administering your account
- Receiving communications to which you are entitled as a customer of John Yates International

### **How we work with third parties**

We do not sell or make available, your personal data to third parties. If circumstances were to arise when this may be necessary, your prior consent will be obtained.

## **How to manage your communications from John Yates International**

You may stop your data from being used by John Yates International at any time by contacting the Data Controller via email:

[Catherine.darbon@johnyatesinternational.com](mailto:Catherine.darbon@johnyatesinternational.com) or by writing to The Data Controller  
c/o 27 Upper Park Road, Kingston Upon Thames, Surrey, KT2 5LB.

Please contact our data protection officer by email or post if you wish to:

1. Object to John Yates International processing your data
2. Request access to your data
3. Request rectification of your data.

## **How long we keep your data**

We only keep your data only for as long as we need it. How long we need data depends on what we are using it for, as described above. We will actively review the personal data we hold and when there is no longer a need for us to hold it, we will delete it securely. We aim to destroy any paper copies of your personal data as soon as they have served their purpose (e.g., once information has been entered into a system). In the cases where we need to keep paper copies for longer, we ensure that they are stored securely, and access is limited.

John Yates International

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