

PRIVACY POLICY

Thank you for taking the time to visit our website. Goddard Perry Consulting Limited respects each person's privacy and this Policy will advise you how we collect and use the personal information that you supply us with. By submitting your data to us, it is implied that you have given us your permission to use your data under the terms of this policy. Our Privacy Policy is updated from time to time, so please check our website regularly to ensure you are fully up-to-date with how we deal with the information you have provided to us.

Important notice: The Goddard Perry Companies (Goddard Perry Holdings Limited, Goddard Perry Consulting Limited and Goddard Perry Actuarial LLP) (“we”, “us” or “our” or “Goddard Perry”) are committed to respecting your privacy.

Please read the following policy to understand how we will use any personal information you provide or we collect about you when you use this website. This policy may vary from time to time so please check it regularly.

For the purposes of the General Data Protection Regulations, where relevant Goddard Perry are joint Data Controller and Data Processor for this website. Those companies are Goddard Perry Holdings Limited (company number 06951151), Goddard Perry Consulting Limited (company number 01635689) and Goddard Perry Actuarial LLP (company number OC3511880) all of Corinthian House, 17 Lansdowne Road, Croydon CR0 2BX.

The information we collect: We may collect the following information about you:

- Information you provide if you contact us using the email addresses provided on our website;
- Information gathered using cookies;
- Details of your visits to the website and the sections of the website which you access;
- Information you provide when you register where relevant to receive updates or to access services via the website;
- For a vacancy advertised on the website or any information you send to us in respect of vacancies.

The purposes for which we use information collected, the legal basis for doing so and the period of retention of your personal information: Goddard Perry Consulting Limited collect and use your personal details, which can include telephone numbers, address and e-mail, so that we can process one of the following:

- Provide you with financial advice
- If you are a member of a pension scheme for which we are the appointed administrator to respond to your enquiry and/or take other actions on behalf of the pension scheme
- Reply to any requests for information that you ask us for
- Clarify any particular query
- Supply details of any product or service within the Goddard Perry Consulting Limited group only that we believe may meet your needs
- Cross check any information that we receive with that held on our database
- To improve our services.

Our lawful basis for processing your information for the above purposes are as follows:

- Where we are discussing providing you with a specific service those discussions will be for the performance of our contract with you;
- Where you have requested specific information from us we will give you the option to opt-in to receive our marketing communications when we respond to your request. We will provide you with the opportunity to opt out of future marketing emails with every such email sent. You may also withdraw your consent at any time by contacting us via this website, by email to contact@goddardperry.com or by mail sent to the address below;
- Where you have submitted a job vacancy enquiry our need to fill current and future staff vacancies forms a contractual necessity and to fulfil certain legal requirements for holding and processing your personal information;
- It is also in our legitimate interest to use data collected to improve our services and website.

We will retain your information for periods based on the following criteria:

- Where we are discussing providing you with a specific service we will retain your information for the duration of those discussions and then for as long as we consider our services to be relevant to you or for regulatory, legal, fraud and other financial crime purposes;
- Where you have requested specific information from us and have not opted out of marketing communications we will retain your information for the duration of those discussions and then for as long as we consider our services to be relevant to you;
- Where you have submitted a job vacancy enquiry we will retain your information while we respond to your enquiry and for the period in which we are considering your application for a specific position with us. Where there is no currently suitable vacancy or your initial application is unsuccessful we will retain your information for up to 1 year against the possibility of suitable vacancies arising.

How we receive the information: The information that we hold may be supplied by you directly to us by post, telephone, face to face meeting or e-mail. We class this as being 'personally identifiable information', which means it can be used to identify you, personally.

Who has access to this information? Your 'personally identifiable information' details will be kept within our organisation until such time as we decide that they should be removed. Your details will not be sold or otherwise disposed of to any third party.

Use of Third Party Testimonial Gatherers: At certain times we may ask our clients consent to provide online testimonials or reviews about the service they have received from us. We always protect our clients' identity by ensuring that actual names are not provided in the reviews.

How Secure are your details? When you register your details, we will take all reasonable steps to keep these details secure and free from unauthorised access by use of technology and internal systems which will be updated as new technology becomes available and is appropriate to our systems.

Third Party Sites: Third party internet sites that you can link through to from our website will not be covered by our Privacy Policy and we accept no responsibility or liability for any actions that these sites may perform. We advise that you should check the policy of each site that you visit.

Removing or changing your information: If you wish to change the information that we hold for you, please contact us at contact@goddardperry.com.

If you wish to have your information removed from our database either permanently or temporarily, please contact us. Due to our Regulatory obligations & Legal responsibilities, there may be occasions where we are unable to delete records. We will discuss this with all clients who request any data to be deleted.

Making a complaint about the way in which your data is stored or used: In the unlikely event that you have a complaint about the way in which your details are used or stored by this company, please email contact@goddardperry.com or write to Goddard Perry Consulting Limited, Corinthian House, 17 Lansdowne Road, Croydon CR0 2BX. If you simply have a query about any aspect of this policy or wish to have any part of it clarified, please contact us.

May 2018