

**Results Communications Ltd is registered under the Data Protection Act 1998 and with the Information Commissioner's Office.**

### **We process personal information to enable us to:**

- provide our services to our clients
- maintain records of members of the general public and public officers interested in development projects our clients are bringing forward
- maintain records of members of the public and public officers who may wish to be updated about projects
- maintain our accounts and records
- promote our services
- undertake research
- undertake public consultations and community engagement exercises to canvas feedback and comment about development proposals and other projects
- maintain records of media and targeted recipients of disseminated information about the business or on behalf of clients
- support and manage our employees.

### **We process information relating to the above reasons/purposes. This information may include:**

- personal details
- membership details
- goods and services
- family details
- lifestyle and social circumstances
- financial details
- education and employment details.

### **We also process sensitive classes of information that may include:**

- physical or mental health details
- racial or ethnic origin
- religious or other beliefs of a similar nature
- offences and alleged offences
- trade union membership.

### **We process personal information about our:**

- customers and clients, and their customers
- media organisations and their employees, including social media
- employees
- suppliers
- enquirers and complainants
- survey respondents
- professional advisers and consultants

### **Who the information may be shared with**

We do not share personal information we hold as standard. We do not sell personal information. We do not share our media lists or details of those employed by them directly or indirectly. We do not share details of clients or their customers. We share employees' information with the individual themselves and with other organisations, including for accounting and tax purposes. We have not as yet but may, sometimes, need to share the personal information we process with the individual themselves and also with other organisations. Where this is necessary we are required to comply with all aspects of the Data Protection Act (DPA). Where necessary or required we may share information with the following types of organisations for one or more reasons:

- current, past or prospective employers
- suppliers and service providers
- financial organisations
- family, associates and representatives of the person whose personal data we are processing
- trade associations and bodies
- professional advisers and consultants
- local and central government
- employment and recruitment agencies
- business associates
- survey and research organisations
- credit reference agencies
- debt collection agencies.

### **Transfers**

It may sometimes be necessary to transfer personal information overseas. When this is needed information is only shared within the European Economic Area (EEA). Any transfers made will be in full compliance with all aspects of the Data Protection Act.

### **Cookies:**

A cookie is a small piece of text sent to your browser by a website that you visit. It helps the website to remember information about your visit, like your preferred language and other settings. That can make your next visit easier and the site more useful to you.

You can use this tool to change your cookie settings. Otherwise, we'll assume you're OK to continue.

Some of the cookies we use are essential for the site to work. We also use some non-essential cookies to collect information for making reports and to help us improve the site. The cookies collect information in an anonymous form. Cookies do not give us access to your computer or any information about you, other than the data you choose to share with us.

To control third party cookies, you can also adjust your browser settings.

### **Links:**

Our website may contain links to other websites of interest. However, once you have used these links to leave our site, you should note that we do not have any control over that other website. Therefore, we cannot be responsible for the protection and privacy of any information which you provide whilst visiting such sites and such sites are not governed by this privacy statement. You should exercise caution and look at the privacy statement applicable to the website in question.

### **Controlling your personal information:**

You may choose to restrict the collection or use of your personal information in the following ways:

- Whenever you are asked to fill in a form on the website, look for the box that you can click to indicate that you do not want the information to be used by anybody for direct marketing purposes
- If you have previously agreed to us using your personal information for direct marketing purposes, you may change your mind at any time by writing to or emailing us at [info@resultscommunications.co.uk](mailto:info@resultscommunications.co.uk).

We may use your personal information to send you promotional information about third parties which we think you may find interesting if you tell us that you wish this to happen.

You may request details of personal information which we hold about you under the Data Protection Act 1998. A small fee will be payable. If you would like a copy of the information held on you please write to our Registered Office: Results Communications Ltd, A1 Marquis Court Team Valley Trading Estate NE11 0RU

If you believe that any information we are holding on you is incorrect or incomplete, please write to or email us as soon as possible at the above address. We will promptly correct any information found to be incorrect.