

Lavery Governance Consulting

Privacy Notice

Our contact details

Name: Lavery Governance Consulting Limited
Address: Cape Cottage, La Rue du Pontlietaut, St Clements, Jersey JE2 6LG
Phone No: 07700700327
Email: siobhan@laverygovernance.com

What type of information we have

We may collect and process the following personal data about you:

- Identifying information such as your name, address, email address, telephone number and other contact information;
- Professional information such as where you work and your job title;
- Information about your preferences in receiving marketing from us and your communication preferences;
- Information about how you use our website, IT, communication and other systems; and
- Any other personal information you may provide to us.

How we get the information and why we have it

We collect your personal information from the following sources:

- Personal information which you give to us directly, such as:
 - As part of such other forms and documents as we may request that are completed in relation to the administration/management of any of our services;
 - Information gathered through the processing of client due diligence; and
 - Any personal information provided by way of correspondence with us by phone, e-mail or otherwise.
- Personal information we receive indirectly from third party sources, such as:
 - Information that is publicly available over the internet.

Under the Data Protection (Jersey) Law 2018, the lawful bases we rely on for processing this information are:

- A. Your consent. You are able to remove your consent at any time. You can do this by contacting:
siobhan@laverygovernance.com
- B. We have a contractual obligation.
- C. We have a legal obligation.
- D. We have a legitimate interest.

What we do with the information we have

We may use the information that you have given us in order to:

- Conduct administrative or operational processes within our business;
- Communicating with you as necessary in connection with our services;
- Send you marketing material;

- Provide you with personalised information;
- Provide and improve our services;
- Establish, exercise or defend the legal rights of Lavery Governance Consulting Limited or for the purpose of legal proceedings;
- Process and respond to requests, enquiries, or complaints received from you or someone connected to you;
- Comply with legal or regulatory obligations imposed on us; and
- Liaising with or reporting to any regulatory authority with whom we are either required to cooperate or report to, or within whom we decide or deem it is appropriate to cooperate in relation to the services we provide.

Who we share your personal data with

We may share your personal data outside of Lavery Governance Consulting Limited. This may include, but is not limited to, disclosures to:

- Information Technology and communications service providers used in order to provide and maintain the performance of services; and
- Our own advisers such as accountants and any external legal advisers we which we may instruct from time to time.

Retention of personal information and security

Your personal information will be retained for as long as required:

- For the purposes for which the personal information was collected;
- In order to establish or defend legal rights or obligations or to satisfy any reporting or accounting obligations; and
- As required by the Data Protection (Jersey) Law 2018.

We will ensure that the personal information that we hold is subject to appropriate security measures.

Your data protection rights

Under data protection law, you have rights including:

Your right of access	You have the right to ask us for copies of your personal information.
Your right to rectification	You have the right to ask us to rectify information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.
Your right to erasure	You have the right to ask us to erase your personal information in certain circumstances.
Your right to restriction of processing	You have the right to ask us to restrict the processing of your information in certain circumstances.
Your right to object to processing	You have the right to object to the processing of your personal data in certain circumstances.
Your right to data portability	You have the right to ask that we transfer the information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have four weeks to respond to you. Please contact us at siobhan@laverygovernance.com if you wish to make a request.

How to complain

You can also complain to the Jersey Office of the Information Commissioner (**JOIC**) if you are unhappy with how we have used your personal data. **JOIC's address:**

2nd Floor

5 Castle Street

St. Helier

Jersey JE2 3BT

enquiries@jerseyoic.org

+44 (0) 1534 716530

Changes to this policy

We may change this policy from time to time by updating this page. You should check this page from time to time to ensure you are happy with any changes. We last updated this policy on 30 August 2023.