



## Data Privacy Notice for clients

Need More Time Ltd (“We”, “Us”, “Our”) are committed to protecting information through appropriate controls, being transparent about what data We hold and how We use it, and about respecting Your privacy. “You” (“Your”) are Our client to whom We provide services, or are considering entering into an agreement with Us for the provision of Our services.

The rules on processing of personal data are set out in the General Data Protection Regulation (the “GDPR”). The terms “Data Controller”, “Data Processor”, “Data Subject”, “Personal Data”, “Processing” and “Appropriate Technical and Organisational Measures” used below shall be interpreted in accordance with the GDPR.

This policy sets out the basis on which any Personal Data We collect from You, or that You provide to Us, will be processed by Us.

Need More Time Ltd is a company registered in England under number 03925530, whose registered office is A2 Yeoman Gate, Yeoman Way, Worthing BN13 3QZ and whose trading address is Amphenol Complex, Thanet Way, Whitstable CT5 3SB. We are the Data Controller.

### **The Personal Data We collect from You includes but is not limited to the following:**

- when You enquire about our services, We will request Personal Data such as Your name, business name, business email address and telephone numbers and information about Your business to help Us to advise You on the suitability of Our services and to contact You with further information;
- when You set up an account with Us, We will request Personal Data such as Your name, business name, business email address, private email address, postal address, telephone numbers, photograph, company registration number, VAT registration number, utility bills, photographic identification documents, credit/debit card details, bank account and other financial information to help Us identify You and provide a service to You. We will also request these details for all Directors, Partners and Persons of Significant Control in Your business;
- when You contact Us to discuss Your services, We will ask for certain information to be able to confirm Your identity, check Our records and answer Your questions quickly and accurately;
- when You visit Our website, We may collect and process information about Your usage by using “cookies” and other similar technologies to help Us make improvements to the websites and to the services We make available. Please see the Cookies section below for more information;
- where We receive or make phone calls on Your behalf, We will collect call data records including the Calling Line Identity passed, the call date and time, the number dialled and the duration of the call, the names of the parties to the call, and any message or other information given during the call;
- where We receive or send emails on Your behalf, We may collect the names and email addresses of the third parties and any information contained therein;
- where We receive or send paper documents or other forms of communication on Your behalf, We may collect the names and addresses of the third parties and any information contained therein;
- when You access Our web portal, We will collect information You enter into the portal and the IP addresses from which You access the portal;
- when You correspond with Us by phone, email or otherwise, We will collect all information provided by You; and
- where We provide relevant services to You, We will collect the names and contact details of Your business customers, suppliers and other contacts, and any information they provide.

**In compliance with GDPR Article 6 (“processing is necessary for the performance of a contract to which the Data Subject is party or in order to take steps at the request of the Data Subject prior to entering into a contract”), We will use the Personal Data for purposes that include but are not limited to:**

- processing any enquiries You have about Our services;
- verifying Your identity when You use Our services or contact Us;
- obtaining information on Your credit history or that of Your business when providing a credit facility to You;
- understanding, processing and executing instructions You give Us in relation to the delivery of our services;
- delivering Our services to You;
- monitoring call traffic from time to time for the purposes of service optimisation and problem solving;
- analysing Our services with the aim of improving them;
- notifying You about changes to Our websites, services or terms and conditions or anything else We may be required or reasonably expected to notify You of;
- providing You with accurate and detailed billing for using Our services; and
- collecting payment, and recovering any monies You may owe to Us, for use of Our services.

**In compliance with GDPR Article 6 (“processing is necessary for compliance with a legal obligation to which the controller is subject”), We will use the Personal Data for purposes that include but are not limited to:**

- maintaining Our business records and accounts;
- meeting Our obligations to HMRC;
- preventing or detecting a crime, fraud or misuse of Our services, and investigating where We believe any of these have or may have occurred;
- meeting Our obligations under the Money Laundering, Terrorist Financing and Transfer of Funds (Information on the Payer) Regulations 2017 and the London Local Authorities Act 2007;
- meeting Our obligations under the Data Retention (EC Directive) Regulations 2009; and
- providing phone number portability under Ofcom’s General Conditions.

**In compliance with GDPR Article 6 (“the Data Subject has given consent to the processing of his or her Personal Data for one or more specific purposes”), if You have given and not withdrawn consent We may use the Personal Data for these purposes:**

- to provide You with information about Our other services, offers or products that You may be interested in; and
- to provide You with information about third party services, offers or products that You may be interested in.

**Whilst storing Your data,** We will use Appropriate Technical and Organisational Measures to keep Personal Data secure and to prevent it being accidentally lost, accessed or used in an unauthorised way, altered or disclosed. We will make reasonable efforts to ensure the data is accurate and up to date and will undertake to rectify any inaccuracies of which We become aware without delay. All Personal Data We store is stored in the European Economic Area.

**We may monitor and record Your phone conversations with Us** and use this information for training and quality purposes, to ensure any verbal instructions You give Us are properly understood, to enable Us to investigate complaints, and to meet Our legal and regulatory obligations. All recordings are encrypted and securely stored shortly after completion of the phone call and access to recordings is controlled and monitored.

**We may share information with third parties:**

- in response to properly made requests from law enforcement agencies for the prevention and detection of a crime, for the purpose of safeguarding national security or when the law requires Us to, such as in response to a court order or other lawful demand or powers contained in legislation;
- in response to properly made requests from regulatory bodies such as the Information Commissioners Office and Ofcom;
- as part of the process of selling Our business;
- as part of current or future legal proceedings; and
- with a company who is assisting Us in providing services to You or who provides services to Us which enable Us to provide Our services to You, examples of such services being billing and financial systems, telecommunications services and customer management systems. Where We share information with other

parties who provide such services, We will have contracts in place with them to ensure that they must comply with the requirements of the GDPR and any other relevant legislation to protect Your information and keep it secure.

**Some of the organisations with whom We may share information may be outside the European Economic Area**, in countries that do not always have the same data protection laws as the UK. However, We will have contracts in place with them to ensure that Your information is adequately protected and We will remain bound by Our obligations even when Your personal information is processed outside the European Economic Area.

**Where any data breach is identified** that affects the information that We hold about or have processed from You, We will take urgent action in accordance with the GDPR and guidance issued from the Information Commissioner's Office. If You identify any data breach that affects data We have passed to You, You must notify Us in writing immediately and provide full information about the data affected by this breach.

**The time period that We will keep information for will vary depending on what the information is used for.** Unless there is a specific legal requirement to the contrary, We will keep information in a form which permits identification of Data Subjects only for as long as it is necessary for the purposes for which We process it. Once the requirement to hold the data is complete, appropriate measures will be taken to delete the data in line with the terms of the GDPR. Any physical paper documents which enter Our possession and are no longer required will be destroyed by an ISO 27001 and NAID accredited data destruction organisation.

**Automated decision making** based on Personal Data is not used in Our business.

**Cookies** are tiny files of letters and numbers that are stored by Your web browser, either temporarily within Your device's memory or more permanently on Your device's storage.

We use analytical and tracking cookies on Our main web site [needmoretime.co.uk](http://needmoretime.co.uk) as a result of using services supplied by Bing and Google. These cookies contain data including but not limited to: details of the operating system, browser and IP address of the device used to visit the website, the time and duration of the visit and which parts of Our website were visited. They allow Us to recognise and count the number of visitors and to see how visitors move around Our website when they are using it. These cookies are stored on Your device's storage for varying durations, typically around a month. When visiting Our main web site You can choose to decline Our use of cookies by clicking on the "Decline" button which appears at the top of Your browser window.

We use a security cookie on Our web portal [portal.needmoretime.co.uk](http://portal.needmoretime.co.uk). This cookie is required for the operation of Our web portal, and contains only a session security token without any Personal Data. This cookie only exists for the duration of Your web browser session, in Your device's memory. Use of this cookie is a requirement of using Our web portal.

We will not attempt to personally identify visitors from their IP addresses unless required to as a matter of law or regulation or in order to protect Our or Our other customers' rights.

#### **Data subject access request**

Under the GDPR, a Data Subject has the right to request a record of the data held about him/her. To do this a request should be submitted in writing to Need More Time Ltd, Amphenol Complex, Thanet Way, Whitstable CT5 3SB. We may ask the Data Subject to provide Us with proof of identity to make sure We are giving information to the right person.

#### **Other rights of Data Subject**

The GDPR gives Data Subjects a number of other rights including the right to request the correction or erasure of Personal Data, the right to request the restriction of processing of Personal Data, the right to request the transfer of Personal Data (to the Data Subject or a third party), and the right to withdraw Your consent to the processing at any time where consent is the lawful basis for processing.

**Changes**

Please note that the ways in which We collect, use and protect Personal Data will be reviewed periodically and may change from time to time. We will notify You by email should such changes occur.

**Contact Us**

If You have any questions about privacy issues, want Us to update Your marketing preferences, or amend information, please contact Us either by email on [customer.services@needmoretime.co.uk](mailto:customer.services@needmoretime.co.uk) or by post at Need More Time Ltd, Amphenol Complex, Thanet Way, Whitstable CT5 3SB.

**Complaints**

In the first instance, please contact Us using the details above. If this does not resolve Your complaint to Your satisfaction, You have the right to complain to the Information Commissioner about the way in which We collect and use Your Personal Data: <https://www.ico.org.uk/concerns> or telephone 0303 123 1113. We are registered with the Information Commissioner's Office under Register Entry Z7601405.