

SVEND KOLD LTD

Company Registration 8273247

GDPR Privacy Policy

ICO Registration No: ZA736485

Svend Kold Ltd provides Equine Veterinary Expertise as a Clinician and Legal Expert Witness, based at Ferndale House, 19 The Chipping, Tetbury. Svend Kold Ltd is committed to protecting and respecting your privacy and this privacy notice provides information about the personal information we process, in compliance with the General Data Protection Regulation (GDPR).

This document explains:

- What personal data we collect
- How we collect personal data
- Why we hold this data
- How your information is securely stored

What Personal Data we collect. How and why we hold this Personal Data:

Clinical Services:

Clients requesting clinical expertise for their horses will be asked to supply their name, address, telephone numbers and email address.

The Personal Data held by Svend Kold Ltd is collected with the sole purpose of communicating with you as a client and to identify the horse or horses for which you own or are responsible for and for which we provide a veterinary service. Svend Kold Ltd does not hold data categorised under GDPR law as 'special categories'. It does not hold bank or credit card details. To ensure data is up to date you may be asked when contacting the company to confirm your personal data. We also ask that if there are changes you inform us of these changes in order to maintain our records.

Expert Witness:

We process the personal data of individuals who are obtaining legal advice or are engaged in a legal dispute and also the personal data of others with links to the issues in the case.

The personal data are generally provided by the person instructing us in relation to the legal issues, who is usually a solicitor.

We process the data because it is in our legitimate interests as an expert witness to do so. We need to see and analyse documents containing this information in order to provide our expert advice.

Your rights:

Clients have rights of which they are entitled to be informed. These are:

- The right to be informed about what personal data Svend Kold Ltd holds and its purpose;
- The right to have a copy of all the personal information we process about you;
- The right to rectification of any inaccurate data we process, and to add to the information we hold about you if it is incomplete;
- The right to be forgotten and your personal data destroyed;
- The right to restrict the processing of your personal data;
- The right to object to the processing we carry out based on our legitimate interest

How long we keep your personal data

We will keep your personal data for as long as you are a client of the practice and lifetime of your horses and for some years thereafter to comply with accounting, taxation and companies' legislation. Svend Kold Ltd will thereafter securely archive, delete or destroy such data. Administrative data is retained for up to six years as necessary, in the unlikely event there are queries from HMRC and the VAT commissioner.

Shared Personal Data

Svend Kold Ltd does not share personal data with anyone external to the organisation, other than with:

- A specialist referral centre if consent is given by the client for the well being of the horse.
- Those who have instructed us as an expert witness.
- In certain circumstances data may also be disclosed to various revenue and other governmental authorities where the company is under a legal obligation to do so.

Security

We have procedures for the storage of your personal data in place to oversee the effective and secure processing of the data.

Any data that is stored on a computer, is password protected and in locked premises. Limited personal data may be stored on mobile phones. These use pin protection.

Third party/parties may be authorised to install, service or repair IT Systems. These third parties have implemented appropriate technical and organisational measures to ensure a level of security appropriate to the risks to data subjects in accordance with Article 32 of the General Data Protection Regulation.

Information Commissioner's Office

If you have any concerns about the way your personal information has been processed, please contact us at: svend@svendkold.com

If this does not resolve your complaint you have the right to lodge a complaint with the Information Commissioner's Office on 0303 123 113 or by post to the ICO, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF. (website: <https://www.ico.org.uk>)

Please be advised that access requests regarding Legal Expert Witness work should be requested through your instructing solicitor.

Certificate

Organisation Name:

Svend Kold Limited

Reference number:

ZA736485

Tier:

Tier 1

Start date:

25 March 2020

End date:

24 March 2022

Data Protection Officer