



PRIVACY POLICY

1. ABOUT THIS POLICY

1.1 This privacy policy explains how Burstock collects, uses and shares any personal information you may provide to us or which we may collect in the course of our business (**Personal Data**).

1.2 We will ensure that we process your Personal Data:

- (a) fairly and proportionately;
- (b) in line with current legislation;
- (c) only in ways that are relevant for the purpose for which it is to be used;
- (d) accurately, so that it is complete, up to date and kept up to date;
- (e) so that it is kept for no longer than is necessary for its declared purpose; and
- (f) in such a manner so that it is protected by reasonable security safeguards against such risks as loss or unauthorized access, destruction, use, modification or disclosure of data.

2. PERSONAL DATA

2.1 Personal Data is any information that can be used to identify you or that we can link to you and which we have in our possession or control. Personal Data includes identifiers such as your name, date of birth, contact details, personal characteristics such as gender and ethnicity, education and employment background and financial information.

2.2 Personal Data may also include special categories of personal data, which includes information concerning your health, racial or ethnic origin, religious, philosophical or political beliefs, trade union membership, genetic or biometric data and data concerning your sex life or sexual orientation. Any such personal data will only be processed in accordance with strict legal parameters.

2.3 We may obtain Personal Data either directly from you or from third parties connected to the business matter in which we are involved with you or from other third parties (including publicly available information). You are responsible for informing us of any change to the Personal Data you have provided to us.

3. PROCESSING YOUR PERSONAL DATA

3.1 We will process your Personal Data in accordance with the General Data Protection Regulation and Data Protection Act 2018. This means that we will keep Personal Data:

- (a) up to date;
- (b) store and destroy it securely;
- (c) not collect or retain excessive amounts of data;
- (d) protect it from misuse, loss, unauthorized access and disclosure; and
- (e) ensure that appropriate technical measures are in place to protect it.

3.2 When we refer to processing we mean any activity we perform on or with your Personal Data such as collection, storage, adaptation or other use.

3.3 We will only process your Personal Data where we have a lawful basis for doing so. Our lawful basis will be one or more of the following:

PO Box 9256, Beaminster
Dorset DT6 9ET, United Kingdom
info@burstock.io www.burstock.io

Burstock Ltd. is a limited company
registered in the United Kingdom
Number 09674331



- (a) **Consent** – we will ask for and obtain your consent before we process your data. You are under no obligation to give consent if we ask for it and you may withdraw any given consent at any time by contacting us;
- (b) **Contract** – we may need to collect and use your Personal Data for the performance of a contract to which you are a party or in order to take steps at your request prior to entering into a contract;
- (c) **Legal Obligation** - we may use your Personal Data where it is necessary to comply with the law; and
- (d) **Legitimate Interest** – we may use your Personal Data where it is necessary for our legitimate interests, including for the purposes of carrying out our business, or the legitimate interests of a third party.

4. SHARING INFORMATION WITH THIRD PARTIES

4.1 In pursuing our general business, we may share your Personal Data, insofar as we are permitted by law to do so, with the following third parties:

- (a) counterparties to transactions, business negotiations or joint ventures, other professional advisors and service providers, authorities and governmental institutions, including foreign representational offices within the UK;
- (b) third party suppliers, agents or sub-contractors, bound by obligations of confidentiality, in connection with the processing of your Personal Data, such as IT service providers and communications service providers; and
- (c) to the extent required to comply with any legal obligation.

5. SECURITY

5.1 The security of your Personal Data is very important to us. We will ensure that we have in place appropriate technical and organizational measures to prevent unauthorized or unlawful processing of Personal Data and against accidental loss or destruction of, or damage to, such Personal Data.

5.2 Where we transfer your Personal Data outside Europe, we will ensure that it is protected and transferred in a manner consistent with legal requirements applicable to such information.

6. YOUR RIGHTS

6.1 Unless subject to an exemption, you have the following rights in relation to the processing and use of your Personal Data:

- (a) the right to request access to your Personal Data by making a 'subject access request';
- (b) the right to rectification of any Personal Data if it is found to be inaccurate or out of date;
- (c) the right to request the erasure of your Personal Data where it is no longer necessary for us to retain such data;
- (d) the right to withdraw your consent to the processing of sensitive information at any time;
- (e) the right, where there is a dispute in relation to the accuracy or processing of your Personal Data, to request a restriction be placed on further processing; and
- (f) the right to lodge a complaint with the Information Commissioner's Office.



7. RETENTION AND DESTRUCTION OF PERSONAL DATA

7.1 The length of time for which we may keep your Personal Data will vary and will depend upon the purpose for which we are using the relevant data. We will, however, not keep your Personal Data for longer than is necessary.

7.2 Personal Data will be destroyed in accordance with the requirements of the General Data Protection Regulation and Data Protection Act 2018.

8. REVIEW OF THIS POLICY

We may make changes to this privacy policy from time to time. When we do so, we will place our updated policy on our website.

9. CONTACT DETAILS

Please contact us if you have any questions about this privacy policy or how we handle your Personal Data. We can be contacted on info@burstock.io

May 2018