



## **Privacy Notice for Diverse Consultancy**

**Effective Date: 30th September 2023**

**Last Updated: 30th September 2024**

At Diverse Consultancy, accessible via [diverseconsultancy.co.uk] we are committed to protecting your privacy. This Privacy Notice outlines how we handle your personal data in compliance with applicable data protection laws, including the UK GDPR and the Data Protection Act 2018.

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### **1. Who We Are**

Diverse Consultancy is located at:

413 Salama Business Centre, Small Heath, Birmingham, B10 0TH, United Kingdom

You can contact us at:

Email: [msupport@diverseconsultancy.co.uk](mailto:msupport@diverseconsultancy.co.uk)

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### **2. Information We Collect**

We may process personal data such as:

- Name, address, phone number, and email address.
  - Employment details (if applicable).
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### **3. Our Data Practices**

We do not store or save personal details beyond what is required for immediate processing purposes. Any personal data collected will be handled securely and promptly deleted after use.

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### **4. Lawful Basis for Processing**

We process personal data based on the following lawful bases:

- Consent provided by the individual.
- Contractual obligations to provide consultancy services.
- Legal obligations under applicable laws and regulations.



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## **5. Sharing Your Data\*\***

We do not share or sell your data. However, we may disclose information to trusted third parties, such as IT service providers or legal advisors, to support our business operations, ensuring they comply with data protection laws.

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## **6. Data Retention**

We do not store personal data for long-term purposes. Once the immediate processing needs are fulfilled, all data is securely deleted.

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## **7. Data Security**

Although we do not retain personal details, we implement appropriate technical and organizational measures to ensure data handled temporarily is protected from unauthorized access, alteration, or misuse.

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## **8. Rights of Individuals**

Under the UK GDPR, you have the right to:

- Access your personal data.
- Request corrections or deletion of your data.
- Withdraw consent for data processing.
- Lodge complaints with the Information Commissioner's Office (ICO).

To exercise these rights, please contact us at [msupport@diverseconsultancy.co.uk](mailto:msupport@diverseconsultancy.co.uk).

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## **9. Cookies and Tracking**

Our website may use cookies to enhance user experience. You can manage your cookie preferences through your browser settings.

We may update this notice periodically to reflect changes in our practices or legal requirements. The latest version will always be available on our website.

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## **11. Contact Us**

If you have concerns about how we handle your data, you can reach us at [msupport@diverseconsultancy.co.uk](mailto:msupport@diverseconsultancy.co.uk). You also have the right to lodge a complaint with the Information Commissioner's Office (ICO).

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