



# PRIVACY POLICY



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This policy applies to personal information processed by Duke Austin & Company (DACo), specifically:

## WHAT KIND OF PERSONAL INFORMATION IS PROCESSED?

- > Personal details and information, such as title, full name and contact details.
- > Date of birth, gender and nationality.
- > Identity document copies, such as passport or driving licence.
- > Records of your contact details, such as via telephone, email etc.
- > Employment status, if relevant.

## WHAT IS THE SOURCE OF PERSONAL INFORMATION?

- > Personal information is obtained from the individual directly.

## WHAT ARE THE LEGAL GROUNDS FOR PROCESSING PERSONAL INFORMATION?

- > HSSE purposes.
- > Tax purposes.
- > Payment purposes.
- > Personal data can be withdrawn at any time by direct contact.

## WHAT SHOULD BE DONE IF PERSONAL INFORMATION CHANGES?

- > Our records will be updated when contacted by the individual.
- > Any advice from a third party will be verified by DACo before data changes.
- > DACo is unable to provide services if information is incorrect or out of date.
- > In cases where providing personal information is optional, DACo will make this clear.

## HOW LONG IS PERSONAL INFORMATION RETAINED?

Unless otherwise explained, DACo holds personal information based on the following criteria:

- > According to reasonable business needs, such as managing relationships and operations.
- > As required to provide services, and then for as long as is necessary to protect against a resulting claim; and/or in line with legal and regulatory requirements or guidance.

## WHAT ARE YOUR RIGHTS UNDER DATA PROTECTION LAWS?

All individuals have rights under data protection laws which include the right to:

- > Be informed about the processing of your personal information.
- > Have your personal information corrected if it is inaccurate and to have incomplete personal information completed.
- > Object to processing of your personal information.
- > Restrict processing of your personal information.
- > Have your personal information erased (the 'right to be forgotten').
- > Request access to your personal information and to obtain information about how we process it.
- > Move, copy or transfer your personal information ('data portability').

These rights do not apply in all circumstances. The right of data portability is only relevant from May 2018.