



**C. S. TODD**  
**& ASSOCIATES LTD**

*Fire Safety Consultants*

## **Privacy Policy**

C. S. Todd & Associates Limited (CSTA) will always respect your privacy and will only use your information for specified and lawful purposes as provided for under the General Data Protection Regulation (GDPR). We will use and handle your information responsibly and will take all appropriate organisational and technical measures to safeguard your information from accidental or unlawful destruction, loss, alteration, unauthorised disclosure or access.

### **What information we collect about you**

In order to provide you with our services we may collect some of the following information about you:

Name  
Date of Birth  
Postal address  
Name of business / employer  
Postal address of business / employer  
Contact telephone number  
Contact email address

### **How your information will be used**

Your information will be used to provide the services you have instructed and added to our systems so that we can do this.

### **Who might we share your information with?**

We will not share your data with any third party unless instructed to do so.

If you book onto one of regulated training courses your information will be shared with FireQual the awarding organisation for the regulated training which you are undertaking.

### **How long we will keep your information?**

We will not hold your personal information indefinitely and periodically we will review whether it is still appropriate for us to retain this information.

#### **C.S. Todd & Associates Ltd**

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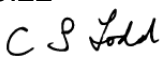
Certificate Number 860  
ISO 9001

If you wish us to delete your information from our systems at any time you can request us to do so.

### **Lawful basis for processing**

We will only process your information where it is necessary to support the legitimate interests of our business.

Date: 01.05.22

Signature: 

Name: Colin Todd

Position: Managing Director