



Bremner & Co Privacy Policy

Our contact details.

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Website: [Myles Bremner Consulting – Bringing People and Process together](#)

The type of personal information we collect

We currently collect and process the following information:

- Personal identifiers, contacts and characteristics (for example, name, contact details and email addresses)

How we get the personal information and why we have it

Most of the personal information we process is provided to us directly by you, or our funder for one of the following reasons:

- To conduct our consultancy work for our project funders.
- To support us in the administration and management of the company

We also receive personal information indirectly, from the following sources in the following scenarios:

- Via our project funders to conduct conditions of our contracts to conduct research.
- Information from third parties. We collect your personal information or data from third parties if you gave permission to those third parties to share your information with us.
- We use the information that you have given us in order to conduct our contractual requirements.

Sharing data:

We will never share your information with third parties for their own purposes, unless:

this is explained to you at the time we collect your information, for example, some of our funders require us to share personal data so we can evidence how we are using their funds; or you give us your permission to.

Under the UK General Data Protection Regulation (UK GDPR), the lawful bases we rely on for processing this information are:

- Your consent. You are able to remove your consent at any time. You can do this by contacting info@bremnerco.com

- We have a contractual obligation.

How we store your personal information

- Your information is securely stored on Microsoft OneDrive. We use this to store all the project documents which is subject to the usual encryption. Collected data is password protected, and the use of two factor verification protects Microsoft accounts.
- Personal data will be kept for no longer than is necessary for the purpose for which it is processed.

Your data protection rights

Under data protection law, you have rights including:

Your right of access - You have the right to ask us for copies of your personal information.

Your right to rectification - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

Your right to erasure - You have the right to ask us to erase your personal information in certain circumstances.

Your right to restriction of processing - You have the right to ask us to restrict the processing of your personal information in certain circumstances.

Your right to object to processing - You have the the right to object to the processing of your personal information in certain circumstances.

Your right to data portability - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact us at info@bremnerco.com if you wish to make a request.

How to complain

If you have any concerns about our use of your personal information, you can make a complaint to us at info@bremnerco.com

You can also complain to the ICO if you are unhappy with how we have used your data.

The ICO's address:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

ICO website: <https://www.ico.org.uk>