

Privacy Policy

Who we are and how to contact us

Bremner & Co is the data controller for the personal information described in this policy. This means we decide how and why your personal information is processed.

- Contact: Myles Bremner
- Address: Fighting House, 6 Fighting Close, Kineton, Warwick, CV35 0LS
- Phone: 07985 170737
- Email: Myles@bremnerco.com
- Website: [BremnerCo](https://BremnerCo.com)

The personal information we collect

We currently collect and process the following types of personal information:

- personal identifiers, contact details and characteristics, for example name, contact details and email address, video recordings and transcripts.

How we get your personal information and why we have it

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

- to carry out our consultancy work for our project funders; and
- to support the administration and management of the company.

We also receive personal information indirectly, in the following circumstances:

- from our project funders, to meet the conditions of our contracts to conduct research;
- from third parties, where you have given those third parties permission to share your information with us; and
- where we use information you have given us to fulfil our contractual obligations to you.

Our lawful bases for processing

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

- **Consent.** Where you have given us consent to process your information, you can withdraw this at any time by contacting us at info@bremnerco.com. Withdrawing consent will not affect the lawfulness of any processing carried out before you withdrew it.

- **Performance of a contract.** Where processing is necessary to deliver a contract we have with you, or to take steps at your request before entering into one.
- **Legitimate interests.** Where processing is necessary for the day-to-day administration and management of the company, and this is not overridden by your interests or fundamental rights.

We do not use your personal information to make decisions based solely on automated processing (including profiling) that produce legal or similarly significant effects.

Sharing your 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 have given us your permission to do so.

International transfers

Some of our service providers, may process personal information outside the UK. Where this happens, we ensure appropriate safeguards are in place, such as the UK International Data Transfer Agreement or an adequacy decision, so your information continues to receive a level of protection consistent with UK data protection law.

How we store and protect your personal information

- Your information is stored securely on Microsoft 365, which encrypts data in transit and at rest. Access is password protected and Microsoft accounts are protected by two-factor authentication.
- We limit access to personal information to those who need it to carry out the purposes described in this policy.
- We keep personal data for no longer than is necessary for the purpose for which it was collected, after which it is securely deleted or anonymised. Retention periods depend on the type of information and the purpose it was collected for and are set out in our internal data retention schedule.

Your data protection rights

Under data protection law, you have the following rights in relation to your personal information:

- **Right of access:** you can ask us for copies of your personal information.
- **Right to rectification:** you can ask us to correct personal information you think is inaccurate, or to complete information you think is incomplete.

- **Right to erasure:** you can ask us to erase your personal information in certain circumstances.
- **Right to restriction of processing:** you can ask us to restrict the processing of your personal information in certain circumstances.
- **Right to object to processing:** you have the right to object to the processing of your personal information in certain circumstances, including processing for legitimate interests.
- **Right to data portability:** you can ask us to transfer the personal information you gave us to another organisation, or to you, in certain circumstances.
- **Right to withdraw consent:** where we rely on consent to process your information, you can withdraw it at any time.

You are not required to pay a charge to exercise your rights. If you make a request, we will respond within one month. Please contact us at info@bremnerco.com if you wish to make a request; we may need to verify your identity before responding.

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 also have the right to complain to the Information Commissioner's Office (ICO), the UK supervisory authority for data protection issues, at:

- Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF
- Website: [Information Commissioner's Office](https://ico.org.uk/)

Changes to this policy

We may update this policy from time to time to reflect changes in our practices or in the law. This policy was last reviewed in August 2026.