



PRIVACY NOTICE

JD Transcription gather and process your personal information in accordance with this privacy notice and in compliance with the relevant data protection regulation and laws.

This notice provides you with the necessary information regarding your rights and our obligations, and explains how, why and when we process your personal data. JD Transcription are registered on the Information Commissioner's Office Register; registration number Z2823831 and act as the data controller and data processor when processing your data. Our Data Controller is Jacqueline Dobor who can be contacted by email to contact@jdtranscription.co.uk

Information that we collect

JD Transcription processes your personal information to meet our legal, statutory and contractual obligations and to provide you with our products and services. We will never collect any unnecessary personal data from you and do not process your information in any way, other than as specified in this notice.

The personal data that we collect from you includes:

- Name
- Job Title
- Address
- Business Email
- Telephone Number and/or Mobile Telephone Number

We collect information in the following ways:

Paper/electronic booking form and online contact form.

Consequences of not providing your data

You are not obligated to provide your personal information to JD Transcription, however as this information is required for us to provide you with our services we will not be able to offer our services without it.

How we use your personal data

JD Transcription takes your privacy very seriously and will never disclose, share or sell your data without your consent; unless required to do so by law. We only retain your data for as long as is necessary and for the purpose(s) specified in this notice. Where you have consented to us providing you with promotional offers and marketing, you are free to withdraw this consent at any time.

The purposes and reasons for processing your personal data are detailed below:

- We collect your personal data in the performance of a contract or to provide a service
- We will occasionally send you marketing information where we have assessed that it is beneficial to you as a client and in our interests. Such information will be non-intrusive and is processed on the grounds of legitimate interests

Your Rights

You have the right to access any personal information that JD Transcription processes about you and to request information about:

- What personal data we hold about you
- The purposes of the processing
- The categories of personal data concerned
- The recipients to whom the personal data has/will be disclosed
- How long we intend to store your personal data for
- If we did not collect the data directly from you, information about the source



If you believe that we hold any incomplete or inaccurate data about you, you have the right to ask us to correct and/or complete the information and we will strive to do so as quickly as possible; unless there is a valid reason for not doing so, at which point you will be notified.

You also have the right to request erasure of your personal data or to restrict processing in accordance with the data protection laws; as well as to object to any direct marketing from us. Where applicable, you have the right to data portability of your information.

If we receive a request from you to exercise any of the above rights, we may ask you to verify your identity before acting on the request; this is to ensure that your data is protected and kept secure.

Sharing and disclosing your personal information

We do not share or disclose any of your personal information without your consent, other than for the purposes specified in this notice or where there is a legal requirement, or in dealing with your instructions as part of the provision of a service. JD Transcription uses third-parties to provide services and business functions; however, all processors acting on our behalf only process your data in accordance with instructions from us and comply fully with this privacy notice, the data protection laws and any other appropriate confidentiality and security measures.

Safeguarding measures

JD Transcription takes your privacy seriously and takes every reasonable measure and precaution to protect and secure your personal data. We protect you and your information from unauthorised access, alteration, disclosure or destruction by use of encryptions, restricted access, IT authentication, firewalls, antivirus/malware etc.

How long we keep your data

JD Transcription only retains personal information for as long as is necessary. Where you have consented to us using your details for direct marketing, we will keep such data until you notify us otherwise and/or withdraw your consent.

Marketing

Occasionally, JD Transcription would like to contact you with details of services that we provide. If you consent to us using your contact details for this purpose, you have the right to modify or withdraw your consent at any time by contacting JD Transcription directly.

If you consent to us contacting you about our services or special offers, please tick to say how you would like to be contacted:

Post Email

Lodging a complaint

JD Transcription only processes your personal information in compliance with this privacy notice and in accordance with the relevant data protection laws. If, however you wish to raise a complaint regarding the processing of your personal data or are unsatisfied with how we have handled your information, you have the right to lodge a complaint with the supervisory authority.

JD Transcription
Data Controller – Jacqueline Dobor
Email: contact@jdtranscription.co.uk

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Website: www.ico.org.uk