

Details about personal information we collect and use:

	About our prospects and clients	About our suppliers/ subcontractors/ substitutes	About our website users	About our newsletter subscribers
Type of information	Name, contact info, and payments details.	Name, contact info, and payments details.	Visitor statistics, such as IP address or host name (of the connecting host, e.g. an internet service provider)	Name, contact info
Source of information	Directly from you, or from your employer, or from an intermediary such as Lawyers On Demand or Project People.	Directly from you, or from your employer, or from an intermediary such as Lawyers On Demand or Project People.	From our web hosting provider.	Directly from you.
Purpose	For us to provide quotes to prospects, services to clients, and to raise invoices & accept payments.	For suppliers to provide their services to us, and for us to make payments.	For us to understand website usage.	For us to provide you with offers and news.
Retention period	7 years from the end of either the provision of services to the client or receipt of services from a supplier, in order for us to be able to deal with queries.		90 days	Until we receive your unsubscribe request, at which point the email address will be retained on a suppression list.
GDPR legal basis for processing	Our legitimate interest in running our business, providing our services and managing the services we receive, or as otherwise necessary in our contract with you.			Consent, which you can withdraw at any time by contacting us or by clicking an unsubscribe link, without affecting the lawfulness of prior processing.
Recipients	The following categories of service providers may process your personal data on our instructions to provide services to us in support of the purposes described above: email and website hosting, newsletter management, meeting scheduling, payment processors, banks, money transfer & currency exchange, and office productivity tools. Our service providers are entities within the European Economic Area, but they may process personal data in other countries with Article 45 or 46 safeguards. We may make any required disclosures to relevant supervisory authorities, our legal advisors, our insurers, and as otherwise lawfully required.			

Your data protection rights. Under data protection law, you have rights including:

Your right of access and rectification: You have the right to ask us for copies of your personal information and 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, restriction of processing, objection to processing, and data portability: In certain circumstances, you have the right to ask us to erase your personal information, to restrict the processing of your personal information, to object to the processing of your personal information, or to transfer the personal information you gave us to another organisation (or to you).

Other than in exceptional circumstances, you are not required to pay any charge for exercising your rights and if you make a standard request, we have one month to respond to you. Please contact us using our details below if you wish to make a request.

Our details: Data Protection Lead privacy@seigur.co.uk. ICO [registration](#) no: ZA705103. Seigur Limited c/o SG Contractor Accounting, 1 Cedar Office Park, Cobham Road, Wimborne, BH21 7SB, United Kingdom.

How to enquire or complain: Please contact us using our details above if you have any questions or are unhappy with how we have used your data. You can also complain to the ICO: <https://www.ico.org.uk> Helpline number: 0303 123 1113. Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF, United Kingdom.