

Privacy policy & data subject rights

Identity and contact details

Please [click here](#) to find out more about Voce Consult. Our postal address is 138 Western Avenue, Newport, Wales, NP20 3QX. Our telephone number is 01633 243476 You can contact us by email using enquiries@anglinarizza.co.uk. We are registered at Companies House as Voce Consult Limited with a company number of 06808761.

Our designated supervisory authority under the General Data Protection Regulation (GDPR) is the Information Commissioner's Office (ICO). We are based in the United Kingdom.

You can contact the individual in charge of Data Protection in our company using the details above.

What data we collect

Voce Consult captures information on the data subjects being assessed by Voce Consult so that we can carry out our business of identifying how individuals can improve their abilities. We use the lawful reason of 'Consent' to process this data. We do not capture special category information on these contacts.

Voce Consult may capture information on data subjects who are individuals and not corporate employees. We use the lawful reason of 'Consent' to process this data. We do not capture special category information on these contacts.

Voce Consult captures information on prospective customers of Voce Consult which are corporate employees. We use 'Legitimate Interest' to process this data. We have conducted the specification of the Legitimate Interest for this processing, and the necessity and balancing tests. We do not capture special category information on these contacts.

We process information on staff and potential staff so that we can manage their employment. We use 'Contract' to process this data. We can capture special category information on this data and use category (b) of Article 9(a) of the GDPR ("necessary for the purposes of carrying out the obligations ... in the field of employment...") as the condition for processing this data.

We process information on staff so that we can report and pay their taxes. We use 'Legal Obligation' to process this data.

Voce Consult captures information on customers that Voce Consult are in the process of providing services for. We use 'Contract' to process this data. We do not capture special category information on these contacts.

Voce Consult captures information on data subjects who provide testimonials which are published by us. We use the lawful reason of 'Consent' to process this data. We do not capture special category information on these contacts.

Other information on what we do with data

The data subjects being assessed by Voce Consult sometimes update details into one of two profile creation engines as a part of the assessment. These profile creation engines are external to Voce Consult and are separate data controllers who share this data with Voce Consult with the explicit consent of the individuals who enter their data into these engines.

We store and process data for which we act as Data Controller in various software systems based in the 'cloud' which can host their data in countries outside the UK and EEA. We sign data processor agreements with these organisations. Some of these organisations host their data in the USA, and where they do, the organisations have signed up to Privacy Shield and/or Standard Contractual Clauses.

We do not provide information for which we act as Data Controller to any third parties, except to those which Voce Consult uses as data processors. We require all data processors to have signed data processing agreements with us. Providers of cloud systems have these agreements embedded in their standard terms and conditions.

We delete the data relating to the data subjects being assessed in the course of Voce Consult's personnel development activities 3 years after the end of a contract with a client organisation.

Data processed in the profile creation engines is deleted 1 year after it has been created.

We delete data relating to financial payments after 6 years, as we are required to retain information for HMRC.

Records will be removed from our sales and marketing system, email marketing system, and email and file storage systems after 5 years if there has been no engagement with a contact.

All records are disposed of securely when deleted.

How we look after data

We take reasonable technical and procedural precautions to prevent the loss, misuse or unauthorised alteration of personal data.

We store the personal data that we collect securely.

We do not publish the details of the safeguards we use to protect the personal data that we control as this could reduce the effectiveness of those safeguards.

Cookies

Cookies are text files placed on your computer to collect information about which pages you visit, and how long for. This information is used to track use of the website and to compile statistical reports on website activity.

When you visit our website you will be presented with a choice which will allow you to decide whether cookies are used or not. In a few cases some of our website features may not function if you choose not to allow cookies on our website.

Other websites

Our website contains links to other websites. This privacy policy only applies to this website, so when you link to other websites you should read their own privacy policies.

Your rights

Voce Consult recognises the rights of data subjects as defined in the General Data Protection Regulation (GDPR).

We will always seek to uphold those rights and the links provided will enable you to communicate with us to exercise those rights, where relevant.

- Your right to be informed (this page and further information in communications we might send to you)

Click on the following links to send us an email so that you can exercise your rights.

- [Your right of access](#)
- [Your right to rectification](#)
- [Your right of erasure](#)
- [Your right of restriction of processing](#)
- [Your right to data portability](#)
- [Your right to object](#)

Voce Consult recognises your right to lodge a complaint with a supervisory authority. You can access the ICO's website from [this link](#).