

This policy sets out the basis on which any personal data we collect from you, or you provide to us, is processed by Light Before Dawn.

Our website address is [Lightbeforedawn.co.uk](http://Lightbeforedawn.co.uk)

## **HOW WE COLLECT AND USE YOUR DATA**

We may collect and process the following data about you:

From information you provide by filling in forms on Light Before Dawn. This includes information provided at the time of registering to use our site, subscribing to our services, or requesting further services.

If you contact us, we may keep a record of such correspondence.

From details of your visits to our site including, not limited to, traffic data, location data, weblogs and other communication data.

Our legal basis for processing your data is one of the following: performance or fulfilment of a contract, legitimate interest where an assessment has been carried out or your consent where necessary - this is made clear at the point of data collection. We only process your data in the following manner:

- Lawfully, fairly and transparently;
- Only for the purpose stated at the time of collection;
- Only personal data that is adequate, relevant and limited to what is necessary for the stated purpose is collected;
- It is your responsibility to ensure any personal data you provide is accurate at the time of collection and if there are changes to the personal data, and we take every reasonable action to ensure the data remains accurate;
- Your personal data is not kept longer than necessary for the stated purpose except for statistical reasons in which case appropriate technical and organisational measures are implemented to safeguard your data;
- We process your data in a manner ensuring security using appropriate technical or organisational measures

## **WE MAY USE INFORMATION HELD ABOUT YOU IN THE FOLLOWING WAYS**

We use information held about you in the following ways:

- To ensure content from our site is presented in an effective manner for you and for your computer.
- To provide you with information, products or services you request from us or we believe may interest you, where you have consented to be contacted for such purposes.
- To allow you to participate in interactive features of our service, when you choose to do so.
- To notify you about changes to our service.

## **YOUR RIGHTS (DATA SUBJECT RIGHTS)**

Under GDPR, you have the following rights as an individual which you can exercise in relation to the information we hold about you. You can request a copy of the data we hold about you. You can also request we erase any personal data we have about you. This does not include any data we are obliged to keep for administrative, legal, or security purposes.

## **SECURITY OF YOUR INFORMATION**

Your information may be stored electronically on password protected devices. Information may also be stored in paper form such as meeting notes, which are held securely in locked storage.

## **DATA STORAGE AND RETENTION**

We store your information long enough to adhere to the requirements of HMRC, professional bodies and insurers which may be up to 10 years.