



PRIVACY NOTICE

May 2018

1. Streamline Farm Management Ltd. (SFM) is an independent consultancy and training business. The company has a single director, Dr Kay Carson, who is the data controller for the purposes of the General Data Protection Regulation (GDPR).
2. To carry out its business SFM holds two types of data:
 - a. Contact details for current and past clients: name, business addresses (which is sometimes also the home address), telephone numbers and email addresses;
 - b. Financial and operational data relating to clients' businesses supplied by the clients.
3. Contact information is stored on Apple's iCloud and all other data is stored on Microsoft OneDrive and Dropbox. Only SFM staff and named individuals nominated by clients have access to Dropbox. Only SFM staff have access to contact details and SFM files on OneDrive. Dropbox is used to work on shared files with clients, who can grant or revoke access to these files to employees and third parties. SFM cannot be held responsible for data breaches that occur through the client's or any other client-approved-user's actions, or lack of action, if they become aware of a data breach or other vulnerability in data security.
4. Clients' contact details are only used by SFM for the purposes of contacting clients, and they are not shared with anyone else without the client's explicit consent at the time of sharing.
5. Financial and operational data are used only by SFM for the purposes of supplying consultancy services to clients. At the client's request this data is sometimes shared with other advisers or their banks. SFM staff will not share clients' data of their own accord. If SFM were to share data with third parties it will always seek explicit consent from the client.
6. When SFM carries out training for any organisation, it will not hold personal data on students after the course is completed. Neither will it contact students directly, but our trainers may offer students our contact details for students to contact us, if they wish.
7. At any point, clients can request SFM to destroy any records of their data, although that may have an impact on SFM's ability to deliver its services to that client. Clients also have a right to contact the Information Commissioner's Office if they have concerns regarding the management of their data which SFM could not address.