

Corporate Website: PRIVACY NOTICE

1 Introduction

This website is owned and operated by Angelica Solutions Services Limited (ASSL); we are the controller of any personal information you provide us when you use our website

This privacy notice explains how we collect and use your personal information when you interact with our website

Our website may contain links to other websites. We are not responsible for the privacy policies or practices of those websites

2 Our contact details

If you have any questions about this privacy notice or how we use your personal data, please contact the firm's principal, who is responsible for data protection:

Email: ask@angelicasolutions.com
[FAO Sarah Vaughan](#)

3 What type of information we collect about you

We currently collect and process the following information when you interact with our website:

- Personal identifiers and contact details (for example; your name, telephone number and email address)
- Your IP address
- Any other information you choose to send us (for example; in an email enquiry)

During your interactions with our website, we DO NOT collect or expect you to disclose sensitive personal data revealing details about your health, criminal convictions, genetic or biometric data, sexual orientation, racial or ethnic origin, political opinions, religious or philosophical beliefs, or trade union membership

4 How we get your information

The personal information that we process when you interact with our website is provided to us directly by you or by someone acting on your behalf, usually for one of the following reasons:

- An email enquiry
- A form submission through our website

5 How we use your information

We use the information you have given us to:

- Respond to any questions, enquiries, or complaints
- Send you general (non-marketing) commercial communications
- Send you email notifications which you have specifically requested

6 Lawful basis for processing your information

Under data protection law in the UK, we must tell you the lawful basis for processing your personal data when you interact with our website. We rely on a legitimate interest, which is 'the management of your interactions with our website'

7 Sharing your information

We will not transfer your information outside of the EEA without ensuring that adequate protections are in place. The information you have provided us through this website will not be shared with any other third parties and will only be used within ASSL

8 How we store your information

Your information is stored securely and only accessed by appropriate individuals within ASSL. We will keep your information only for as long as is reasonably necessary for the purposes set out in this privacy notice and to fulfil our legal and regulatory obligations

For email enquiries we will keep your information for one year after the enquiry has been resolved, after which it will be deleted from our systems

9 Your data protection rights

Under data protection law in the UK, you have a number of rights, including;

- Right of access – you can ask us what information we hold about you and request copies of it
- Right to rectification – you can ask us to rectify or update any of your information that you think is inaccurate or incomplete
- Right to erasure – you can ask us to erase your personal information, in certain circumstances
- Restriction of processing – you can ask us to restrict the processing of your personal information, in certain circumstances
- Right to object to processing – you can object to the processing of your personal data, in certain circumstances

We will not ask you to pay any charge for exercising your rights and we will respond to any request under your rights within one month of receipt

Please contact us at: ask@angelicasolutions.com if you wish to request any of the above

10 How to complain

If you have any complaints about the way we handle your personal data then please contact the firm's principal using the following email address:

ask@angelicasolutions.com

You can also complain to the UK independent data protection organisation – the Information Commissioner's Office (ICO) – if you are unhappy with how we use your data:

Helpline number: 0303 123 1113

Website: <https://ico.org.uk/global/contact-us/contact-us-public/>
<https://ico.org.uk/make-a-complaint/>