

Privacy and Cookie Notice

This Privacy and Cookie Notice explains how Trading Compliance Limited uses personal data. Trading Compliance Limited is a company registered in England and Wales (03460182) and a registered Data Controller with the UK ICO (ZA389670)

How do we process personal data?

1. Visitors To Our Website

We record your IP address, pages you visit and date/time stamp. This is a legitimate interest to help maintain the security and performance of the website. The information is not used to identify visitors and is deleted after two years.

You can use our contact form to initiate business conversations with us. As a legitimate interest, we retain this data for two years.

Our website is hosted by [Huga Digital Marketing](#) in the UK and we use [Google Analytics](#) which uses cookies to monitor how visitors interact with our website. Cookies are small text files that are placed on your computer to store information about your use of our website.

2. Customers and Partners

We are a business-to-business organisation. We work with many organisations and retain contact details of people we speak to in those organisations as a legitimate interest. We will delete or restrict use of those details if requested or if we believe they are no longer relevant.

Our email servers, file services, mailshots and CRM are hosted by [Intermedia](#), [DropBox](#), [Mailchimp](#) and [Capsule](#) respectively, either in the UK, EU or in the US under the UK/US Privacy Shield.

3. Employees

When individuals apply to work at our firm as staff or contractors, we will use the information that is provided to assess the applicant. We will obtain consent before requesting references or other background checks. We will delete data from unsuccessful candidates after 2 years.

For employees and sub-contractors, we will maintain employment records for a variety of reasons including legal (e.g. employment, AML and tax law), contract (e.g. bank details) and legitimate interest (e.g. performance reviews). After the employment ends, we will delete data that is no longer required after 7 years, but retain some of the information that may be required for references or legal reasons.

Protecting Personal Data

Security of personal data is very important to us. We use a wide range of organisational, technical, physical and operational controls, which are assessed for effectiveness on a regular basis.

We only process personal data in the UK, EU or in the US under the UK/US Privacy shield.

Individual's Personal Data Rights

We fully respect your rights to request that we:

- Allow you to opt-out of any process that you previously consented to, at any time.
- Provide a copy of data we hold on you, or to pass it to a third party on your behalf.
- Amend, delete or restrict processing of your data.
- Explain and review any automated decision making or profiling.
- Provide further information about our processing activities.

If you wish to raise a Data Subject Request or contact us about any another matter, please contact our Data Protection Officer by either:

- Calling us on +44 (0)20 3301 4545
- Sending a letter addressed to the Data Protection Officer, Trading Compliance Limited, 99 Bishopsgate, London EC2M 3XD, UK.
- Completing the Contact Us form on this website.

When we receive a request, we will try to verify your identity and the request, before responding to you within 28 days. We will retain details of your request as a legitimate interest for two years, for quality assurance purposes, to deliver on our agreement to you and to help if you have any further questions about the matter.

Please let us know if you are not happy about how we are handling your data. We will do our best to resolve the matter, but if you have further concerns it is your right to make a complaint to the UK Information Commissioner's Office at <https://www.ico.org.uk/>

What Else?

Our website provides links to other websites, which are beyond our control. We encourage you to read the privacy statements on the other websites you visit. This privacy notice was drafted with brevity and clarity in mind. If you would like more details, please let us know.

We keep our Privacy and Cookie notice under regular review and reserve the right to update its terms at any time. This Privacy and Cookie notice was last updated 24 May 2018.