

Privacy Notice – handling your personal data

What we need

Muir Macdonald (muir@muirmacdonald.com) is the 'Data Controller' of the personal data you provide to us. We only collect basic personal data about you which does not include any special types of information or location-based information. This does include contact information such as name, address, email, etc. We may ask for your banking details that may be necessary for financial transactions between us. In volunteering us this basic information you are deemed to give your consent to us using this information for the legitimate business purposes of our relationship with you.

Why we need it

We need to know your basic personal data in order to communicate with you, provide our services to you within any contract, and to conduct any financial transactions between us. We will not collect any other personal data from you that is not for the direct purposes of our business relationship with you.

What we do with it

All personal data is processed by the Company in the UK. It is held in standard business applications such as Google Contacts or Apple Contacts within their secure cloud-based services. We may share your contact information with third party individuals only on the basis of any legitimate need of opening communication in the pursuit and conduct of the Company's business. We do not consciously share your information with any third parties for speculative marketing, advertising or other data processing.

Our website is hosted by Wix.com. If you have visited or contacted us via the website, your data may be stored through Wix.com's data storage, databases and the general Wix.com applications. They store your data on secure servers behind a firewall. Wix.com uses standard cookies as defined [here](#).

How long we keep it

We are required under UK tax law to keep your basic personal data (name, address, contact details) for a minimum of 6 years. Your information we use for the purposes of maintaining contact will be kept with us until you notify us that you no longer wish us to be able to communicate with you. We periodically review the data we hold to ensure it is still required and destroy or update as required.

What are your rights?

If you believe the information we hold on you is incorrect you can request to see this information and have it corrected or you can withdraw your consent entirely and have it deleted. Formally, you have the right: to be informed; of access; to rectification; to erasure; to restrict processing; to data portability; to object; and rights in relation to automated decision making and profiling.

If you wish to raise a complaint on how we have handled your personal data, you should contact the Company and we will investigate the matter.

If you are not satisfied with our response or believe we are processing your personal data not in accordance with the law you can complain to the Information Commissioner's Office (ICO).