

# Transparency notice

## Website and Social Media



### How we use your personal data

This document sets out how we use personal data in line with the UK General Data Protection Regulation (UK GDPR). It includes a description of our processing activities, and your rights if information about you is included.

If you are asked to provide information relating to this service, it will only be used in the ways described in this Notice.

This Notice may be updated from time to time. All updates and amendments are effective immediately and we encourage you to review this page to stay informed of changes.

If you have any questions about this, please email [DataProtectionOfficer@deltaservices.co.uk](mailto:DataProtectionOfficer@deltaservices.co.uk)

### Who we are

Delt Shared Services Ltd.  
2 Derriford Business Park  
Derriford  
Plymouth  
PL6 5QZ

Website: <https://deltaservices.com/>

You can contact us with queries on:

Telephone: +44(0)1752 308888

Email: [info@deltaservices.co.uk](mailto:info@deltaservices.co.uk)

### Purposes and Lawful basis

Delt Shared Services Ltd. (Delt) will use personal data for its legitimate business interests of developing business growth and brand recognition.

### Visiting the [deltaservices.com](https://deltaservices.com) website

#### Applicability

Our website may contain links to other websites. This notice applies to [deltaservices.com](https://deltaservices.com) only.



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Please note that where links have been provided, we have no control of any external websites and do not endorse or approve that site's policy towards visitor privacy. Always be wary when submitting data to websites. Read the site's data protection and privacy policies thoroughly.

### **What personal data we collect and how we use it**

At Delt we are committed to safeguarding and preserving the privacy of our visitors. You may visit this site as often as you like without providing any information such as your name, address or email address. Certain services provided via the site, as detailed below, do however require the provision of personal data.

### **Cookie Policy**

Delt currently uses Facebook, LinkedIn, Youtube and Twitter cookies. This is for website functionality and to allow easy navigation through to the corporate Social Media channels. By visiting the website with your browser set to accept cookies, you have an option to opt into accepting these cookies. If you do not wish to be subject to the use of these cookies, do not use the website or disable cookies in your browser.

Cookies are small text files that are transferred by a website to your browser directory. They help the website identify your browser/device. They perform different tasks on a website, and certain aspects of the website will not function correctly without them. To find out more about cookies visit [www.allaboutcookies.org](http://www.allaboutcookies.org)

Remarketing cookies will show relevant adverts to users who have previously visited our website, as they browse other websites. To opt-out edit your Google Ad Settings.

### **Contacting us:**

If you contact Delt Shared Services Ltd via our online form, you will be asked to provide the following data:



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- Name
- Email address

You may also choose to provide us with additional information about you within your message.

This information will be used for the sole purpose of processing and responding to your message/ request.

Unstructured information such as that held in email may be retained indefinitely.

### Website and corporate social media platforms

If you are a Delt Shared Services Ltd. employee, please see the privacy information published on the company intranet for processing that relates to you.

Delt publishes a short bio for our Directors. This may include work history, qualifications and any other information about you or your interests provided for this purpose.

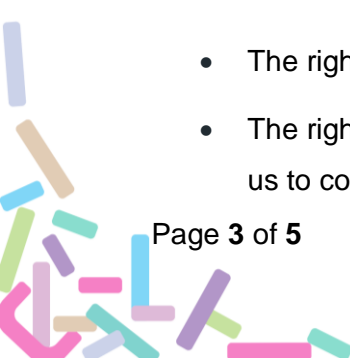
Delt may use LinkedIn, Twitter and Facebook to share information that identifies individuals posted by our employees and customers about our services.

All data is published on these platforms is in the public domain. For more information about how these services function please review the appropriate privacy information or terms of service.

### Your data protection rights

UK GDPR gives you rights over personal data **that relates to you** (as you can see from above, this is likely to be minimal) these include:

- The right to ask us for copies of your personal information.
- The right to ask us to rectify personal information if you can show it is incorrect and ask us to complete information you can show is incomplete.



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- The right to ask us to erase your personal information where Delt Shared Services Ltd no longer has a legitimate purpose to process it.
- The right to stop us processing your personal information where Delt Shared Services Ltd. does not have a legal or contractual obligation to process your personal information.
- The right, in certain circumstances, to ask us to restrict the processing of your personal information.
- The right, in some circumstances, to object to the processing of your personal information.
- The right to prevent any wholly automated decisions involving personal data; Delt Shared Services Ltd. does not however use any wholly automated decision-making techniques about individuals.

Where Delt Shared Services Ltd. is processing information about you for our own purposes, to exercise any of these rights please contact us at [DataProtectionOfficer@deltservices.co.uk](mailto:DataProtectionOfficer@deltservices.co.uk). You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

You may need to prove your identity before getting access to data that relates to you or exercising your other rights. This may be by providing a proof of ID (we will not keep a copy once it has been verified) or by providing contextual information that proves that you are who you say you are.

If your request relates to access to personal data that relates to you that Delt holds about you as part of managing the contracted service:

- We invite you to use [Delt's Subject Access Request Form](#). This will help you to provide the information we need to process your request as quickly as possible, including verification of identity.
- We may write back to ask for clarification or to request that you to narrow or modify your requirements if they are unclear. This will pause the one month timescale for the complete response.

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- If your request is complex or we have received multiple requests from you we may extend the time for a further two months. We will tell you if this applies within the initial month and as soon as we identify it.

You can find out more about what data protection law means for you by visiting

<https://ico.org.uk/your-data-matters/>

### How to complain

If you have any concerns or questions about our use of your personal information, please contact us at [DataProtectionOfficer@deltservices.co.uk](mailto:DataProtectionOfficer@deltservices.co.uk).

You can also complain to the ICO if you are unhappy with how we have used personal data that relates to you.

The ICO's address:

Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF

Helpline number: 0303 123 1113

ICO website: <https://www.ico.org.uk>