

**PRIVACY NOTICE**  
**M RYAN CONSULTING LIMITED**

**OUR CONTACT DETAILS**

**Name:** Michael Ryan

**Address:** 9 Palmers Avenue, Grays, Essex, RM17 5TX

**Phone Number:** 0203 1466878

**E-mail:** [michaelryan@mryanconsulting.onmicrosoft.com](mailto:michaelryan@mryanconsulting.onmicrosoft.com)

**Website:** [www.financetransformation.co.uk](http://www.financetransformation.co.uk)

**Brand:** M Ryan Consulting Limited operates under the Brand name Finance Transformation UK and owns the Website [www.financetransformation.co.uk](http://www.financetransformation.co.uk)

**THE TYPE OF PERSONAL INFORMATION WE COLLECT**

We currently collect and process the following information:

- Name
- Business Name/Employer Name
- Job Title
- Business Email Address
- Business Phone Number

**HOW WE GET THE PERSONAL INFORMATION AND WHY WE HAVE IT**

All the personal information we process is provided to us directly by you, by completing our Website Forms at Finance Transformation UK, for one of the following reasons:

1. Membership of Finance Transformation UK
2. Membership of Finance Transformation UK Training Courses
3. Provision of Finance CPD – Continuing Professional Development
4. Enquiries for Consulting Advisory Services

We use the information that you have given us to:

1. Process your name, employer name, job title, business email address, and business phone number to manage your membership at Finance Transformation UK, which is a legitimate interest
2. Process your name, employer name, job title, business email address, and business phone number to manage your membership at Finance Transformation UK Training Courses, which is a legitimate interest
3. Process your name, employer name, job title, business email address, and business phone number to manage your Finance CPD service, which is a legitimate interest
4. Process your name, employer name, job title, business email address, and business phone number to manage your Enquiry for Consulting advisory Services at Finance Transformation UK, which is a contractual necessity.

**There are no Cookies on the Website** [www.financetransformation.co.uk](http://www.financetransformation.co.uk)

**WE DO NOT SHARE THIS INFORMATION WITH ANY OTHER ORGANISATIONS**

Under the UK General Data Protection Regulation (UK GDPR), the lawful bases we rely on for processing this information are:

**Legitimate interest.**

## HOW WE STORE YOUR PERSONAL DATA

Your information is securely stored, in an Encrypted Microsoft hosted Database in the UK. We keep your personal data in each case for 12 months from last contact:

1. Membership of Finance Transformation UK – 12 Months
2. Membership of Finance Transformation UK Training Courses – 12 Months
3. Provision of Finance CPD – Continuing Professional Development – 12 Months
4. Enquiries for Consulting Advisory Services – 12 months

At the end of the 12 month period, we contact you to Renew your Membership(s), Training Course, Finance CPD or Consulting advisory. If you choose not to Renew, we delete your Personal Data from the Database.

## YOUR DATA PROTECTION RIGHTS

Under data protection law, you have rights including:

**Your right of access** - You have the right to ask us for copies of your personal information.

**Your right to rectification** - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

**Your right to erasure** - You have the right to ask us to erase your personal information in certain circumstances.

**Your right to restriction of processing** - You have the right to ask us to restrict the processing of your personal information in certain circumstances.

**Your right to object to processing** - You have the the right to object to the processing of your personal information in certain circumstances.

**Your right to data portability** - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.

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.

If you wish to make a request, please Email us at:

- Michael Ryan
- Email: [michaelryan@mryanconsulting.onmicrosoft.com](mailto:michaelryan@mryanconsulting.onmicrosoft.com)

## **HOW TO COMPLAIN**

If you have any concerns about our use of your personal information, you can make a complaint to us at:

**Name:** Michael Ryan

**Address:** 9 Palmers Avenue, Grays, Essex, RM17 5TX

**Phone Number:** 0203 1466878

**E-mail:** [michaelryan@mryanconsulting.onmicrosoft.com](mailto:michaelryan@mryanconsulting.onmicrosoft.com)

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

### **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>

### **Document Date – April 2024**

This Document is reviewed Quarterly