

The General Data Protection Regulation, known as the GDPR, is a new regulation which replaces the Data Protection Act (1998). The GDPR aims to harmonise data protection legislation across EU member states, enhancing privacy rights for individuals and providing a strict framework within which commercial organisations can legally operate.

Your rights under the GDPR are set out in this Privacy Notice but will only apply once the GDPR becomes law on 25th May 2018.

Please read the following carefully to understand our practices regarding your personal information and how we will obtain and store this data. If you have any questions about this Privacy Notice or the use of your information, please contact us at info@sparkling-solutions.com

How we obtain personal data

Sparkling Solutions is the 'Controller' of personal data that you provide to us. Sparkling Solutions' registration company number is 8899531 and its registered address is The Island House, Midsomer Norton, Radstock, Somerset BA3 2DZ.

We may collect information about you when you fill in forms on the company website or by corresponding with us by phone, e-mail or otherwise.

Unless otherwise agreed with you, we will only collect basic personal data about you, which does not include any special categories of personal information about you (often known as 'sensitive personal data'). This information does, however, include the likes of your name, telephone number, address and email address.

Why we hold your personal data

We need to know basic personal data in order to provide you with the services you have engaged us to provide, and to assert our right to be recompensed in return for those services, as per the services agreement or contract we have with you. We will not collect any personal data from you, that we do not need, in order to provide the services we have agreed to provide you with.

Where do we store your personal data

All the personal data we hold about you will be processed by our staff in the United Kingdom and no third parties will have access to your personal data unless there is a legal obligation for us to provide them with this. Please be aware, however, that your information may be stored on our cloud-based auditing and accounting system who conform to the new GDPR legislation.

All information that you provide to us in physical form such as documents will be stored securely at our offices.

Unfortunately, sending information to us via post, email or via the internet is not completely safe and secure. Although we will do our best to protect your personal information, we cannot guarantee the security of your information sent to us by any of these means and any information sent to us in this way is at your own risk.

Once we have received your information, we will each use strict procedures and security features to try to prevent unauthorised access.

How long we keep your personal data

We generally keep your personal data for a minimum of 6 years in line with auditing requirements, after which time it will be destroyed if it is no longer required for the lawful purpose(s) for which it was obtained. For individuals and companies that do not engage us to provide our services any data obtained will be destroyed after one calendar month.

Changes to our Privacy Notice

Any changes that we make to our Privacy Notice will be publicised on this page and you may be notified by email.