

# Privacy Statement



**This policy applies to the processing of personal data kept by Biskit in connection with its HR function. It also covers Biskit's response to any data breach and other rights under the General Data Protection Regulation**

Registered Office: Biskit Ltd, 5 Granville Court, Off Granville Mount, Otley LS21 3PB

When you request information from us, sign up to any of our services or buy things from us, we obtain information about you. We will ask for your consent to retain this information, and make it clear what your information will be used for. This statement explains how we look after that information and what we do with it.

We have a legal duty under the General Data Protection Regulations to prevent your information falling into the wrong hands. We must also ensure that the data we hold is accurate, adequate, relevant and not excessive.

Normally information we hold comes directly from you, as set out in our Data Protection Policy. Whenever we collect information from you, we will ask for your consent to collect this information and make it clear what the purpose of this collection is, for example; which information is required in order to provide you with the information, service or goods you need. You do not have to provide us with any additional information unless you choose to.

We store your information securely on our computer system, we restrict access to those who have a need to know, and we train our staff in handling the information securely.

If you have signed up to a training event or other service, when you sign up we will ask you for consent to pass your details to the professional worker/volunteer providing that service. That worker/volunteer may hold additional information about your participation in these activities. We have an agreement in place with our professional workers/volunteers or any other agents or sub-contractors which we need to disclose your personal information to our agents or sub-contractors. They will only be able to use your personal information in accordance with this agreement.

In addition, we may disclose your personal information if required to do so by law, in connection with any legal proceedings or prospective legal proceedings, and in order to establish, exercise or defend our legal rights.

We would also like to contact you in future to tell you about other services we provide, to keep you informed of what we are doing and ways in which you might like to support us. You have the right to ask us not to contact you in this way and to ask us to remove the information which we hold on you. We will always aim to provide a clear method for you to consent for your information to be stored for this purpose. You can also contact us directly at any time to tell us not to send you any future marketing material or to remove your information by contacting us at:

Email: [info@biskit.co.uk](mailto:info@biskit.co.uk)  
Telephone: 01943 461 030

You have the right to a copy of all the information we hold about you (apart from a very few things which we may be obliged to withhold because they concern other people as well as you).

## Contact

Registered Office: Biskit Ltd, 5 Granville Court, Off Granville Mount, Otley, West Yorkshire LS21 3PB

T: 01943 461 030  
E: [info@biskit.co.uk](mailto:info@biskit.co.uk)  
[www.biskit.co.uk](http://www.biskit.co.uk)



To obtain a copy, either ask for an application form to be sent to you or write to our Data Protection Officer/Data Protection Adviser at the address given above.

We aim to reply as promptly as we can and, in any case, within the legal maximum of 30 days.

### **Updating This Statement**

We may update this privacy policy by posting a new version on this website at any time. You should check this page occasionally to ensure you are familiar with any changes.

### **Other Websites**

This website may contain links to other websites. We are not responsible for the privacy policies or practices of any third party.

### **Further Information**

Biskit Ltd.  
5 Granville Court,  
Off Granville Mount,  
Otley  
LS21 3PB

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