



## Data Privacy Notice

Cusumano Agency ("We") are committed to protecting and respecting your privacy.

This policy together with our terms of use included in our proposal document sets out the basis on which any personal data we collect from you, or that you provide to us, will be processed by us. Please read the following carefully to understand our views and practices regarding your personal data and how we will treat it.

The rules on processing of personal data are set out in the General Data Protection Regulation (the "GDPR").

### 1. Definitions

**Data controller** - A controller determines the purposes and means of processing personal data.

**Data processor** - A processor is responsible for processing personal data on behalf of a controller.

**Data subject** – Natural person

#### **Categories of data: Personal data and special categories of personal data**

**Personal data** - The GDPR applies to 'personal data' meaning any information relating to an identifiable person who can be directly or indirectly identified in particular by reference to an identifier (as explained in Article 6 of GDPR). For example name, passport number, home address or private email address. Online identifiers include IP addresses and cookies.

**Special categories personal data** - The GDPR refers to sensitive personal data as 'special categories of personal data' (as explained in Article 9 of GDPR). The special categories specifically include genetic data, and biometric data where processed to uniquely identify an individual. Other examples include racial and ethnic origin, sexual orientation, health data, trade union membership, political opinions, religious or philosophical beliefs.

**Processing** - means any operation or set of operations which is performed on personal data or on sets of personal data, whether or not by automated means, such as collection, recording, organisation, structuring, storage, adaptation or alteration, retrieval, consultation, use, disclosure by transmission, dissemination or otherwise making available, alignment or combination, restriction, erasure or destruction.

**Third party** - means a natural or legal person, public authority, agency or body other than the data subject, controller, processor and persons who, under the direct authority of the controller or processor, are authorised to process personal data.

### 2. Who are we?

Caz Cusumano is the data controller. This means we decide how your personal data is processed and for what purposes. Our contact details are: [caz@cusumano.uk](mailto:caz@cusumano.uk). For all data matters contact Caz via email at [caz@cusumano.uk](mailto:caz@cusumano.uk)

### 3. The purpose(s) of processing your personal data

We use your personal data for the following purposes:

- To maintain our own accounts and records
- To correspond with you on your projects

### 4. The categories of personal data concerned

With reference to the categories of personal data described in the definitions section, we process the following categories of your data:

**Personal data**



- Name
- Correspondence address
- Correspondence number
- Correspondence email

We have obtained your personal data from yourself at the start of our business correspondence.

**5. What is our legal basis for processing your personal data?**

**a) Personal data (article 6 of GDPR)**

**Our lawful basis for processing your general personal data:**

Processing necessary for the performance of a contract with the data subject or to take steps to enter into a contract	We obtain your details through your contact with Cusumano Agency
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