

Data Protection Privacy Notice

Clients

This notice aims to provide clarity on the personal data (information) we hold about you, our valued client and potential client, how we collect it, and the ways in which we use and may share this information during your contract for services and after its conclusion. This information is being shared with you in accordance with data protection legislation. Please take the time to review this notice, also known as a 'privacy notice,' along with any similar notices we may provide periodically when handling your personal information.

Who Manages the Information:

Axcelera Ltd (the Company) is a 'data controller' responsible for gathering and utilising specific information about you. In this notice, references to 'we' or 'us' indicate Axcelera.

Data Protection Principles:

We adhere to data protection principles, as outlined in our Data Protection Policy, when collecting and utilising personal information.

Information We Collect and Hold:

For a summary of the information we collect, hold, and the reasons for doing so, please refer to the table provided in the Schedule at the end of this notice. We may need to share certain categories of personal information with external contractors, professional advisers, and potential purchasers, ensuring confidentiality obligations are maintained. Additionally, we may share personal information as required by law. Any changes to the information collected or its purposes will be duly communicated.

Information Storage:

Your information may be stored at our offices, third-party agencies, service providers, representatives, and agents.

Data Retention:

We retain your information during and after the duration of your services with us for no longer than necessary, as outlined in our Data Retention Policy.

Your Rights:

You have the right to correct and access your information or request its erasure. Contact our Data Protection Team (DPT) at data@axcelera.co.uk for assistance or questions.

Security Measures:

We have implemented security measures to prevent accidental loss, unauthorised access, or misuse of personal information. Access to your information is restricted to those with a genuine business need, and confidentiality obligations are in place.

Data Security Breach:

In the event of a suspected data security breach, we have procedures in place to address the issue. We will notify you and relevant regulators when legally required.

How to Complain:

If you have concerns about our use of your information, please reach out to our Data Protection Team. If unresolved, you can contact the Information Commissioner for further guidance on your rights and how to file a formal complaint.

Schedule:

What is collected	How the Information is collected	Reasons we collect the information	How the information is used and maybe shared
Your name, contact details (i.e., contact address, contact phone numbers, email address), your bank details, your photo where applicable, organogram, financial information	From you	Performance of a contract with you Legitimate interests: to keep records and to follow legal, regulatory, and corporate governance obligations	Our aim is to keep accurate records and fulfil our obligations in accordance with legal, regulatory, and corporate governance requirements
Details of bank/building society	From you	To collect funds from you on Direct Debit Legitimate interests: to keep records and to follow legal, regulatory, and corporate governance obligations	Our aim is to keep accurate records and fulfil our obligations in accordance with legal, regulatory, and corporate governance requirements