

# Spirit (Finance) Privacy Notice

## **What information is being collected by Spirit Finance Team?**

When you contact us by phone and email we may need to collect personal information about your business so that the appropriate service can be provided. The information we require from you may include personal information, such as:

- First name
- Family name or surname
- Business address
- Telephone numbers
- Email address
- Payment details

## **How is it collected?**

- Directly from the company/employee/contractor

## **Why is it being collected?**

This information is being collected in order for legitimate interest of the Data Controller. This would be processing invoices and payments.

## **Information is collected for**

This would be for processing invoices and payments and day to day business management.

## **How will it be used?**

- To process payments
- To chase payment

## **Who will it be shared with?**

- Only within the finance team and other Spirit employees

## **Where will the data be stored?**

All data collect will be stored within the United Kingdom.

## **Automated decisions**

No automated decision making is used with the data collected.

## **Your rights as a data subject**

As a data subject, you have a number of rights. You can:

- Access and obtain a copy of your data on request;
- Require the organisation to change incorrect or incomplete data;
- Require the organisation to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing; and
- Object to the processing of your data where Spirit is relying on its legitimate interests as the legal ground for processing.

If you would like to exercise any of these rights, please contact [Andy.Coxon@spirit-health.com](mailto:Andy.Coxon@spirit-health.com)

## **Accessing your information**

If you would like to access the information we hold on you please write to Andy Coxon. [Andy.Coxon@spirit-health.com](mailto:Andy.Coxon@spirit-health.com) your request will be dealt with in accordance with the GDPR guidance.

## **The Data Protection Officer (DPO)**

Spirit have appointed a DPO. This is our Quality & Operations Director – Andy Coxon. The role of the DPO is to assist data ‘Controllers’ and ‘Processors’ to comply with data protection law and avoid the risks that organisations face when processing personal data.

## **The Data Controller**

The Data Controller responsible for keeping your information confidential is:  
Spirit, Spirit House,  
Saffron Way,  
Leicester, LE2 6UP  
Telephone: 08008815423 [www.spirit-health.com](http://www.spirit-health.com)

## **The Data Protection Officer is Andy Coxon. Information Commissioner**

The Data Protection Act 2018 requires organisations to lodge a notification with the Information Commissioner to describe the purposes for which they process personal information. These details are publicly available in the Register of Data Controllers. Our Registration number is: **Z1816219**

Further information can be obtained from:

Information Commissioner's Office

Wycliffe House, Water Lane

Wilmslow, SK9 5AF Telephone: 0303 123 1113

[www.ico.org.uk](http://www.ico.org.uk)