

## **Monaci Consultancy Ltd Website Privacy Statement**

Monaci Consultancy Ltd registered address is Aston Clinic, 26 Kingston Road, KT3 3LS.  
Monaci Consultancy Ltd provides expert witness and rehabilitation services.

Monaci Consultancy Ltd understands that privacy is important to clients and customers and cares about how personal data is used. We are committed to safeguarding the privacy and security of the personal information of all our clients, customers and website users.

This privacy statement sets out how Monaci Consultancy Ltd uses and protects any information that you may give us when you use this website.

### **Data Protection Principles**

We will comply with data protection law, which says that the personal information we hold must be:

- Used lawfully, fairly and in a transparent way.
- Collected only for legitimate reasons and for the provision of health or social care, treatment or legal claims.
- Relevant to the purposes we have informed our clients about and limited only to those purposes.
- Kept only as long as necessary.
- Kept securely.

### **Personal and Special Category Data**

You may give us the following information through our website:

- Name
- Job title
- Telephone numbers – landline and mobile
- Email address
- Demographic information such as postcode, preferences and interests
- Other information relevant to the provision of our services

## **Your rights as a Data Subject?**

A data subject is someone about whom we collect, hold or store personal or sensitive information. Your rights as a data subject are:

- The right to access your personal information (commonly known as a “data subject access request”). This enables you to receive a copy of the personal information we hold about you and to check that we are processing it lawfully.
- The right to correction of the personal information that we hold about you. This enables you to have any incomplete or inaccurate information we hold about you corrected.
- The right to transfer your personal information to another party.
- The right to object to the processing of your personal information where we are relying on a legitimate interest (or those of a third party) and there is something about your particular situation which makes you want to object to processing on this ground. However, we may need to seek legal advice.
- The right to be forgotten and your personal data destroyed.

## **How your information is collected**

Information is collected when you complete the contact form or submit an email from our website. Data (possibly including your IP address) is also collected within our system logs and page usage details are collected by our traffic cookies.

## **How we use your data**

We will only use your personal information when the law allows us to. Most commonly, we will use your personal information in the following circumstances: legitimate reasons and for the provision of health or social care, treatment or legal claims.

## **Security**

We are committed to ensuring that your information is secure. In order to prevent unauthorised access or disclosure, we have put in place suitable physical, electronic and managerial procedures to safeguard and secure the information we collect online.

To our knowledge, Google analytics collects only anonymised information about users, which is therefore not personal data.

## **Links to other websites**

Our website may contain links to other websites of interest. However, once you have used these links to leave our site, you should note that we do not have any control over other websites. Therefore, we cannot be responsible for the protection and privacy of any information which you provide whilst visiting such sites and such sites are not governed by this privacy statement. You should exercise caution and look at the privacy statement applicable to the website in question.

## **Data Sharing**

We may have to share your data with third parties, including third-party service providers. We do not share personal data with anyone external other than with:

- Outsourced service providers such as secretarial services, accountants, photocopying companies, confidential shredding services, website maintenance services and digital dictation services, pursuant to GDPR compliant written contracts
- Others where we are involved in legal proceedings or complying with legal obligations, a court order, or the instructions of a government authority.

We will not sell, distribute or lease your personal information to third parties unless we have your permission or are required by law to do so.

We require third parties to respect the security of your data and to treat it in accordance with the law. We may transfer your personal information outside the EU. If we do, you can expect a similar degree of protection in respect of your personal information.

### How secure is my information with third-party service providers and other entities?

All our third-party service providers are required to take appropriate security measures to protect your personal information in line with our policies. We do not allow our third-party service providers to use your personal data for their own purposes. We only permit them to process your personal data for specified purposes and in accordance with our instructions.

### When might you share my personal information with other entities in the group?

We will share your personal information with other entities in our group for system maintenance support and hosting of data.

### What about other third parties?

We may need to share your personal information with a regulator or to otherwise comply with the law.

## **Data Retention**

We will only retain your personal information for as long as necessary to fulfil the purposes the data was collected for, including for the purposes of satisfying any legal, accounting, or reporting requirements.

## **Data Access**

You can access the information held about you by written request to Dr Linda Monaci at [linda@monaciconsultancy.com](mailto:linda@monaciconsultancy.com), giving 28 days' notice.

In some cases, where you are involved in litigation and access to your data may undermine a medico legal case, it may be necessary to inform the solicitors and courts involved in the case and their approval sought before such data can be provided.

### **Changes to this Privacy Notice**

We reserve the right to update this privacy notice at any time. You should check this page from time to time to ensure that you are happy with any changes.

### **Contact Information**

The Data Controller for Monaci Consultancy Ltd is Dr. Linda Monaci. Please contact her at [linda@monaciconsultancy.com](mailto:linda@monaciconsultancy.com) with any questions or requests about the personal information we process.

Alternatively, if you have any concerns about the way your personal information has been processed, you may contact the Information Commissioner' s Office on 0303 123 1113. Our ICO registration number is ICO:00043412631.