External Privacy Notice

06 October 2026

Our Contact Details

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Registration No: SC758619
Registered Office Address: Camps Cottage, The Camps, EH27 8DN
Phone Number: 07990 612083
E-mail: dpo@dr-compliance.co.uk

Website:

https://dr-compliance.co.uk

LinkedIn:

https://www.linkedin.com/company/98084450/admin/?lipi=urn%3Ali%3Apage%3Ad_flagship3_feed%3B1nX2Y3DGSwGL6x9mB9KiDQ%3D%3D

Introduction and General Terms

We are committed to protecting your personal information and you can be assured that it will only be used in accordance with this Privacy Notice unless we have a legal basis for doing so. This Privacy Notice relates to our use of your personal information when we contact you, or you contact us, in relation to our services. We may contact you to provide you with the full range of services, and we sometimes need to collect information about you. This Privacy Notice explains the following:

- What information we may collect about you and the legal basis for doing so.
- The source of where we receive personal information.
- How we will use information we collect about you and why.
- How long we will retain your personal information.
- Whether we will disclose your details to anyone else.

We are committed to safeguarding your personal information. We are legally obliged to use your information in line with all applicable laws concerning the protection of personal information, these laws are referred to collectively in this Privacy Notice as "data protection laws".

Who are we?

DR Compliance Ltd is a UK-based Data Protection consultancy company, focused on providing best-in-class, trusted services to a wide range of public sector and private sector customers. When we refer to ''we'' or ''our," we are referring to DR Compliance Limited. Registered with the UK Information Commission, Registration Reference: ZB522814.

What information we collect

In order to provide you with services and communications suited to your needs, we require information about you. Typically, we collect this information directly from you as you use our website or other communication platforms. For the purposes mentioned in our Privacy Notice, we collect the following groups of information about you:

- **Your basic identification and contact details.**
  This may include your name, company, your role within that company, address, telephone number, email address, IP Address, location, Microsoft teams meetings, videos & chat, and other information that you provide to us. i.e., if applying for a role within DR Compliance Ltd, we would collect your CV, photograph, job history, and qualifications.

- **Information about your customer relationship with us.**
  This may include information about your previous purchases of our services, your billing information, information about DR Compliance Ltd events you have participated in, and feedback you have given us. Case References, studies, testimonials, newsletters, marketing, and videos.

Occasionally we may process personal information that has not been collected directly from you. All personal information is obtained from verified sources and will only be processed if a suitable legal basis has been established.

We use the following sources:

- Open sources such as your company website or a publicly available website contact detail
- LinkedIn, Twitter & Face Book
- Third party data suppliers
- Previous and current employers and customers
- Inland Revenue
- HMRC
- Pension providers

How we use your personal information

We use your information in a manner which is consistent with the original purpose of collection. For instance, we may send similar information about our services to existing customers whose contact information we have obtained over the course of our customer relationship with them. We may also send marketing campaign emails to persons who have expressed an interest in our services, or whom we believe to otherwise be directly interested in our products or services in line with the Privacy and Electronic Communications Regulations 2003.

We collect and use your personal information for our legitimate business purposes of communicating with you, to help with your enquiries, fulfilling your requests for services and/or for fulfilling contract purposes. We have completed a comprehensive assessment and implemented measures to ensure our interests do not affect your right to privacy.

If applying for a job you may provide us with personal information about reasonable adjustments you may require to be put in place, under the Equality Act 2010. The lawful basis we rely on for processing this information is article 9 (2) (a) of the UK GDPR to comply with our legal obligations under this Act.

Any business opportunity, documentation or agreeing to consent to participate in literature relating to or the Company's actual or anticipated business opportunities belongs to DR Compliance Ltd.

How long we keep your information for

We will hold your personal information on our systems for as long as is necessary to maintain our relationship with you. Unless you choose to withdraw your personal details before this time, your personal data will be held in accordance with our data retention policy and the Data Controller's retention schedules, unless required to be retained by law. A periodic review will be carried out to ensure all information held remains relevant, accurate and up to date.

Who might your information be shared with?

We will keep your information within the Microsoft Suite and will only share it where you have requested it, we have a legal basis for doing so, required by law, or you have given your consent. We use data processors who are third parties who provide elements of services for us. We have contracts in place with our data processors, such as GoDaddy who provide our website, Ochil Accountancy and Sage who provide our finance platform. This means that

they cannot do anything with your personal information unless we have instructed them to do so. They will hold your data securely and retain it for the period we instruct with access control in place.

Storing Data

Our data is processed using Microsoft Office and SharePoint Online, TEAMS, Outlook, and OneDrive.
DR Compliance Ltd stores data in the cloud, within UK based Data Centres.

Sending data outside the UK

The UK now controls our own data protection legislation and regulations (since Brexit). We ensure our data protection regime is as good as it can be in line with the governments Ten Tech Priorities. We fully support a world-leading digital economy and society whilst underpinning the trustworthy use of data.

We may transfer personal information to countries outside of the United Kingdom ("UK"), which may not have the same data protection laws as those of the UK. Where we transfer personal information to countries outside of the UK, we will take appropriate steps to ensure the personal information is afforded the same level of protection as described in our Privacy Notice(s). We rely on adequacy decisions or any adequate data transfer mechanisms in line with Section 17A of the Data Protection Act 2018. Such as the UK-US Data Bridge, The Data Protection (Adequacy) (United States of America) Regulations 2023, EU-US Data Privacy Framework or we will ensure that we hold a UK International Transfer Agreement.

Legal Basis for Processing:

Under the UK General Data Protection Regulation (UK GDPR) and the Data Usage & Access Act (DUAA) 2025, the lawful basis we rely on for processing personal information are:

a) Your consent:
   - You can remove your consent at any time.
   - You can do this by contacting DPO@dr-compliance.co.uk
b) We have a contractual obligation.
c) We have a legal obligation.
d) We are protecting your vital interests.
e) We need it to perform a public task.
f) We have a legitimate interest.

Cookies

When you interact with our website, we try to make that experience straightforward and meaningful. Cookies are small pieces of information that are issued to your computer or mobile device when you visit a website and that store and sometimes track information about your use of the website.

Some Cookies are strictly necessary to make our website available to you.

'Essential Cookies' are necessary for our website to function correctly, to remember your consent and privacy choices and to keep you logged in. We cannot provide our Services without these Essential Cookies.

We also use Cookies for functional purposes in order to maintain and improve our services or improve your experience, and for marketing purposes (collectively 'Nonessential Cookies'). Some of the Non-Essential Cookies used are set by us, to collect and process certain data on our behalf, and some are set by third parties and Social Networking Services.

A banner is displayed on our website giving:

a) clear information about the purpose, storage & access to the cookie and
b) confirming you have given consent in line with Article 4(11) of the UK GDPR, before it captures data.

Further information is available in our Cookies Policy.

Analytics

We use third-party web analytic services on our website, such as those of Google Analytics, to help us analyse how users use our website, including by noting the third-party website from which you arrive, and provide certain features to you. The information (including your IP address) collected by the technology will be disclosed to or collected directly by these service providers who use the information to evaluate your use of the Services.

To prevent Google Analytics from using your information for analytics, you can install the Google Analytics opt-out browser add-on by clicking here. Google's ability to use and share information collected by Google Analytics about your visits to the Site is restricted by the Google Analytics Terms of Use and the Google Privacy Policy.
We keep analytics data for 14 months from a visitor's last visit.

Your Rights

Under Articles 12–22 of the UK GDPR, the Data Protection Act and the Data Use & Access Act 2025, you have the following rights over your personal data:

- **Right to Transparency** (Article 12)
- **Right to be informed** (Article 13) where personal data is collected from the data subject
- **Right to be informed** (Article 14) where personal data has not been collected from the data subject
- **Right of access** (Article 15) - to ask for a copy of the personal data we hold about you.
- **Right to rectification** (Article 16) - to ask us to correct data that is inaccurate or incomplete.
- **Right to erasure** (Article 17) - to ask us to delete your data, in certain circumstances.
- **Right to restrict processing** (Article 18) - to ask us to pause processing in certain circumstances.
- **Right of notification -** (Article 19) DRC shall inform the data subject if the data subject requests it
- **Right to data portability** (Article 20) - to receive your data in a structured, commonly used, machine-readable format, where the processing is based on consent or contract and carried out by automated means.
- **Right to object** (Article 21) - to object to processing based on legitimate interests, including direct marketing.
- **Rights related to automated decision-making and profiling** (Article 22) - we do not currently make decisions about you using solely automated means that produce legal or similarly significant effects on you.
- **Right to Complain -** (Section 165 of the DPA) A right to complain about how we use your personal information.

The right of obtaining information about your personal data is a fundamental right under data protection law, unless prohibited by law.

In relation to certain rights, we may ask you for information to confirm your identity, in line with the Information Commission's Guidelines and, where applicable, to help us to search for your personal information.

The following section explains your rights.

Accessing your personal information

You have the right to request a copy of the personal information that we hold about you, unless prohibited by law from releasing it. This is known as a Data Subject Access Request (DSAR). If you wish to request a copy of your personal information, please address requests to the email address below.

Correcting and updating your personal information

The accuracy of your information is important to us. If you change your name or address/email address, or you discover that any of the other information we hold is inaccurate or out of date, please contact us using the email address below.

Erasing your personal information or restricting its processing

You may ask for your personal information to be removed from our systems. Unless there is a reason that the law requires us to retain your personal information for longer, we will make reasonable efforts to comply with your request. You may also ask us to restrict processing your personal information in the following situations:

- Where you believe we have unlawfully used your personal information
- Whilst we are verifying the accuracy of the information following a contest of accuracy.
- You objected to us processing your personal information and we are considering whether our legitimate grounds override your decision.
- You have objected to its use, and our investigation is pending or you require us to keep it in connection with legal proceedings.

In these situations, we may only store your personal information and not further process it whilst the restriction is in place. Unless we have your consent or are legally permitted to do so, for example to protect the rights of another individual or company or in connection with legal proceedings.

The right to data portability

This right allows individuals to obtain and reuse their personal data for their own purposes across different services. It allows you to move, copy or transfer personal data easily from one IT environment to another in a safe and secure way, without affecting its usability. The right only applies to information an individual has provided to DR Compliance Ltd, we have the consent of the individual, or we have refused under the grounds that we are required to retain the personal data for the performance of a contract or other legal purpose. We can transmit personal data in structured, commonly used, and machine-readable formats using secure methods to transmit personal data from one Data Controller to another Data Controller. Portability does not apply where the personal data is required to be retained for a legal obligation or we as a Data Processor process for a public task.

Right to complain

The right to complain is where you want to make a complaint about how we use your personal information. The UK GDPR & DUAA states that we must acknowledge your request within 30 days of receiving your verified request and respond without undue delay. Unless our assessment of your request concludes to be complex, we will notify you with expected outcomes and timelines.

Contact Details

If you wish to exercise any of these rights please address your request to mailbox: dpo@dr-compliance.co.uk. We will endeavour to complete your request as swiftly and diligently as possible and in line with regulatory timescales.

Right to lodge a review

If you are unhappy with the handling of your Data Subject Rights Request, you can request a review within 40 working days of receiving your initial response. If you wish to do this, you must do so in writing, identifying the decision that you wish to be reviewed or the aspect of the handling of your request that you are unhappy with. Please address your request for review to:

The Data Protection Officer
DR Compliance Ltd

Via email: dpo@dr-compliance.co.uk

If you are dissatisfied with the outcome of any review carried out by DR Compliance Ltd in relation to information that we hold about you, you may wish to appeal to the UK Information Commission (IC) who oversees the UK GDPR & DUAA. If you wish to do this, please write to the Information Commission as soon as possible after receiving the outcome of your review.

The Information Commission can also give you general information and advice about your rights to access information that is about you, and they can be contacted at:

Information Commission
Circle Square
Oxford Road
Manchester
M1 7ED
Telephone Number: 0303 123 1113

Further use

If we wish to use your personal data for a new purpose, not covered by our Privacy Notice(s), we will provide you with a new notice explaining this new process use prior to commencing the processing and setting out the relevant purposes and processing conditions. Where necessary, we will seek your prior consent to the new processing.

Logos & Copyright

The use of any of DR Compliance Ltd logos on any document or in association with any information signifies that the document or information has been prepared or approved by DR Compliance Ltd. Use of any of DR Compliance Ltd logos without DR Compliance Ltd.'s consent infringes the copyright held in respect of the logos. No permission will be granted for the use of the logos nor will reproduction of the logos in any form be allowed unless DR Compliance Ltd determines that:

- the material on which the logos is to be used and
- the use of the logos on such material have been expressly approved by DR Compliance Ltd.

Unless otherwise stated DR Compliance Ltd owns the copyright in all material on this site.

Changes to our Privacy Notice

This Privacy Notice may be updated from time to time so you may wish to check it each time you submit personal information to us. The date of the most recent revisions will appear on this page. If material changes are made to our Privacy Notice, for instance affecting how we would like to use your personal information, we will provide a more prominent notice.

Contacting us

If you have any questions or comments regarding the content of this Privacy Notice, please contact dpo@dr-compliance.co.uk