

Privacy Notice



We care about your privacy and aim to treat personal and confidential organisational information with equal care and respect. Here you can find out what we collect, why we collect it and how we protect your data.

What do we use information for?

We use the information that we collect for a number of purposes:

- To better understand the needs of our customers and how we can improve our products and services.
- To provide information which may be of interest to you about services offered by Robotmother Ltd
- To answer requests that customers or potential customers may have.
- To respond to those that might be interested in working for Robotmother Ltd

We collect only the personal information required to provide services to our customers and potential customers. This includes:

- Name
- Email
- Phone
- Address

Other information is collected by us but this is either anonymised (as in the case of IP addresses) or is business information (such as Company, or Job Role).

Where we collect personal information, we do so on the basis that the individual has specifically consented or on the basis that an individual has or is entering into a contract with Robotmother Ltd.

If we do seek to collect personal information through any of our websites or products, we will be up-front, clear and open about this. We will make it evident when we are collecting personal information and will explain what we intend to do with it.

When you provide personal information, we will enter and store it in our database and use it to contact you to continue to discuss business, services and events which may be of mutual benefit.

Your rights

Your personal information is owned by you. If you have any questions or issues with the way in which we are using your data you have the following rights:

- You can ask to see what data we hold on you (right of access)
- You can ask for information to be corrected
- You can ask to receive a copy of the data we hold on you (right to portability)
- You can ask us to delete any information we have about you (right to be forgotten)

- You can object to the way in which we use your information
- You can complain to the supervisory authority

If you wish to enact any of these rights then you can do so by emailing caroline@jubileewharf.co.uk.

Retention and data storage

When we store data, reasonable measures are taken to protect personal information from access by unauthorised persons.

In order to maintain the accuracy and relevancy of information, we perform regular checks and this may include making contact with the subjects of the data to check details.

When we do store information, we keep it for the following periods:

Information/document type	Retention period
Trust deeds, governing documents	Indefinitely
Minutes of board meetings and AGM	Indefinitely
Health and safety assessments	Indefinitely
Insurance certificates	40 years
Personnel records	7 years after employee leaves (reduce to information required for references only)
Contracts	6 years
Disciplinary records	2 years
Job application forms for unsuccessful candidates, interview notes, disclosures	6 months
Accident book	3 years after last entry
<ul style="list-style-type: none"> • Other Information will be kept for periods as defined in our retention policies which can be provided on request. 	

Where else does data go?

As a principle we do not share any of the personal information that we hold. However in the course of running our business some data does get transferred outside of our organisation:

- Aggregate information on the usage of our website will be passed to third parties but this will not include data that can be used to identify a natural person.

If you need more information, here's who can help:

Data Protection Officer: Caroline Cox – caroline@jubileewharf.co.uk

Robotmother Ltd – The Brain of Brian, Jubilee Wharf, Commercial Road, Penryn TR10 8FG

T: 01326 374960 W: jubileewharf.co.uk and jubileewarehouse.co.uk

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