

Privacy Policy

Last updated: 27/01/2026

This Privacy Policy explains how **Goddard Dunbar & Associates** collects, uses, stores, and protects your personal data. We are committed to protecting your privacy and handling your data transparently and in accordance with UK data protection laws.

This policy is written in line with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

I. Who We Are

Company name: Goddard Dunbar & Associates

Registered address: Genesis Centre, Innovation Way, Tunstall, ST6 4BF

Email address: info@goddarddunbar.co.uk

Telephone number: 01782 284320

For the purposes of data protection law, **Goddard Dunbar & Associates** is the *data controller*.

2. Personal Data We Collect

We may collect and process the following personal data:

- Name
- Address
- Email address
- Telephone number
- Date of birth (where relevant)
- Financial information (where relevant to our services)
- Identification documents (where legally required)
- Information you provide when contacting us
- Technical data such as IP address, browser type, and device information

3. How We Collect Your Data

We collect personal data when you:

- Contact us by phone, email, post, or via our website
- Complete forms or provide documentation
- Use our website
- Engage our services

We may also receive personal data from third parties, such as professional advisers, referrers, or public authorities, where lawful.

4. How We Use Your Personal Data

We use your personal data to:

- Provide our services to you
- Communicate with you
- Comply with legal and regulatory obligations
- Improve our services and website
- Maintain internal records
- Prevent fraud and ensure security

5. Lawful Bases for Processing

Under UK GDPR, we must have a lawful basis for processing your personal data. These include:

- **Contract** – where processing is necessary to provide our services
- **Legal obligation** – where we must comply with the law
- **Legitimate interests** – where processing is necessary for our business interests and does not override your rights
- **Consent** – where you have given clear permission

6. How We Store and Protect Your Data

We take appropriate technical and organisational measures to protect your personal data against loss, misuse, unauthorised access, disclosure, or alteration.

Personal data is stored securely and only accessible to authorised personnel.

We retain personal data only for as long as necessary to fulfil the purposes for which it was collected, including legal, regulatory, and accounting requirements.

7. Sharing Your Personal Data

We may share your personal data with:

- Professional advisers (e.g. solicitors, accountants, insurers)
- Service providers who support our business operations
- Regulatory or law enforcement authorities where required by law

We do not sell your personal data to third parties.

8. International Transfers

We do not transfer your personal data outside the UK unless adequate safeguards are in place to ensure your data is protected in accordance with UK GDPR.

9. Your Data Protection Rights

Under UK data protection law, you have the right to:

- Access your personal data
- Request correction of inaccurate data
- Request erasure of your data (where applicable)
- Restrict processing of your data
- Object to processing
- Request data portability
- Withdraw consent at any time (where consent is the lawful basis)

To exercise your rights, please contact us using the details above.

10. Cookies

Our website may use cookies to improve your browsing experience. For more information, please see our **Cookie Policy**.

12. Changes to This Privacy Policy

We may update this Privacy Policy from time to time. Any changes will be published on our website.

13. Contact Us

If you have any questions about this Privacy Policy or how we handle your personal data, please contact:

Goddard Dunbar & Associates

Info@goddarddunbar.co.uk

01782 284320

Genesis Centre, Innovation Way, Tunstall, ST6 4BF