



TAKE NOTE

NOTETAKING & TRANSCRIPTION

Take Note Ltd Privacy Policy

Transcribers and Freelance Personnel

Data Protection 2018: How we use and process your personal information

We process personal data relating to those we engage to work as part of our workforce.

The collection of this information will also benefit the users by:

- informing the development of recruitment and retention, allowing better financial planning

The personal data includes identifiers such as name and email address

Data Retention

Our commitment to you: If you are no longer part of our workforce, we will keep your information for a maximum of 12 months when it will be automatically deleted from all our systems

Your Rights

Under the General Data Protection Regulation, you have certain rights regarding your data.

- You have the right to ask us for a copy of any data we hold about you.
- You have a right to have any data that is incorrect, corrected.
- You have the right to have your data deleted in certain circumstances.
- You have the right to lodge a complaint about the use of your data with the Information Commissioner.

If you wish to exercise any of these rights, please contact our data controller.

If you would like to find out more about how we use your personal data or want to see a copy of information about you that we hold, please contact: compliance@takenotetyping.com