

# *Smart Prospects*

## **Data Privacy Notice**

### **Who we are**

Smart Prospects is a development management consultancy run by the sole proprietor, Alison Randle.

We are committed to maintaining the trust and confidence of our clients. In particular, we do not sell, rent or trade email lists with other companies, organisations or businesses for marketing purposes. Neither do we share information outside of the European Economic Area (EEA).

This Data Privacy Notice provides you with details of:

- when and why we collect your personal information;
- how we use it;
- the limited conditions under which we may disclose it to others; and
- how we keep it secure.

## **Types of data we collect**

### ***Contact information***

We collect sufficient information to enable us to contact our clients by email, telephone, web-based communications platforms and/or post, according to their preferences, so that we can carry out the work they have commissioned from Smart Prospects.

We also collect and store data where required to do so for legal purposes.

In response to business enquiries, we also collect sufficient information to enable us to make contact with prospective clients to discuss how we can work together. Whilst this is a marketing activity, but we do not cold call potential clients.

### ***Clients' personal data***

During the course of work for clients we may also process personal data on behalf of those clients. That personal data is treated according to our clients' Data Protection and Privacy Policies.

## **Looking after your data**

### ***Storage of data***

The information is stored securely and is password protected.

The files are stored on:

- IT equipment (laptops, tablets, smartphones, external hard drives) protected by:
  - password;
  - antivirus software; and
  - automatic security updates
- in the Cloud, within the European Economic Area (EEA); and
- some paper based records in our office

### ***Disposal of data***

Once the requirement for holding personal data has passed (typically 6 years after the end of a contract), Smart Prospects safely and securely disposes of it.

### **Sharing of personal data**

We would only share your data outside of Smart Prospects where there is a requirement to do so under the terms of the Data Protection Act (2018). This would be an exceptional event, probably involving law enforcement or a matter of National security.

Sometimes we need to describe our work with our clients, or put together case studies, papers and reports. When we do so, information is anonymised so that it is not possible to identify individuals. The exception would be if the individual and/or organisation concerned have given Smart Prospects their express permission to be more explicit about the details. Those concerned are always given an opportunity to review and approve the information before publication.

### **Access to your personal data**

Under the General Data Protection Regulation (GDPR) which came into force on 25<sup>th</sup> May 2018, you are entitled to view, amend, or delete the personal information that we hold.

Alison Randle is the data controller of your personal information.

Simply email your request to Alison Randle via [gdpr@smartprospects.co.uk](mailto:gdpr@smartprospects.co.uk) and we will respond to your request within one month.

You can also make a request verbally or in writing.

The full Smart Prospects contact details are:

Smart Prospects  
45 Eagle Close  
Chalford  
STROUD  
Gloucestershire      GL6 8FH  
  
01453 882 720  
07910 300 246

### **Changes to your details**

It is very important that the information we hold about you is accurate and up to date. Please let us know if at any time your personal information changes by emailing us at [hello@smartprospects.co.uk](mailto:hello@smartprospects.co.uk)

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

This version was published on 25<sup>th</sup> February 2026.

The Notice will be reviewed by Alison Randle, no later than the calendar anniversary of the last publication date.

Interim amendments will be made to the Smart Prospects Data Privacy Notice according to:

- as a response to changes in relevant Data Protection legislation; or
- changes to the way we carry out the work of Smart Prospects.