



Linnell Communications customer privacy notice

This privacy notice tells you what to expect us to do with your personal information.

Contact details

Post: Michael Linnell- Linnell Communications
35 Guest Road, Prestwich, , MANCHESTER, , M25 3DJ, GB
Telephone: 0161 9006726
Email: michael.linnell17@icloud.com

What information we collect, use, and why

- Linnell Communications neither holds nor stores data bases of personal information other than standard e-mail correspondents which are received as part of everyday business operation.
- Linnell Communication does not employ marketing of any description and does not use 'cookies' or collect information of any description from its website.
- The Local Drug Information Systems (LDIS) co-ordinated by Linnell Communications operate on a Google groups platform and as such are bound by the policies and practices of Google Groups.
- All the members of LDIS are professionals who have joined on an invite only basis.
- The only information stored on group members is stored within the Google Group app and contains the e-mail address the professional supplies as part of the sign up to the system
- All members have the option of withdrawing from the group themselves at any time and this information is provided with every group e-mail sent.

Lawful bases and data protection rights

Under UK data protection law, we must have a "lawful basis" for collecting and using your personal information. There is a list of possible lawful bases in the UK GDPR. You can find out more about lawful bases on the ICO's website.

Which lawful basis we rely on may affect your data protection rights which are set out in brief below. You can find out more about your data protection rights and the exemptions which may apply on the ICO's website:

Your right of access - You have the right to ask us for copies of your personal information. You can request other information such as details about where we get personal information from and who we share personal information with. There are some exemptions which means you may not receive all the information you ask for. [Read more about the right of access.](#)

Your right to rectification - You have the right to ask us to correct or delete personal information you think is inaccurate or incomplete. [Read more about the right to rectification.](#)

Your right to erasure - You have the right to ask us to delete your personal information. [Read more about the right to erasure.](#)

Your right to restriction of processing - You have the right to ask us to limit how we can use your personal information. [Read more about the right to restriction of processing.](#)

Your right to object to processing - You have the right to object to the processing of your personal data.

[Read more about the right to object to processing.](#)

Your right to data portability - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you. [Read more about the right to data portability.](#)

Your right to withdraw consent – When we use consent as our lawful basis you have the right to withdraw your consent at any time. [Read more about the right to withdraw consent.](#)

If you make a request, we must respond to you without undue delay and in any event within one month.

To make a data protection rights request, please contact us using the contact details at the top of this privacy notice.

Our lawful bases for the collection and use of your data

Our lawful basis for collecting or using personal information are:

Consent - we have permission from you after we gave you all the relevant information. All of your data protection rights may apply, except the right to object. To be clear, you do have the right to withdraw your consent at any time.

Where we get personal information from

Directly from you.

How long we keep information

- Standard e-mail correspondents which are received as part of everyday business operation are retained within the e-mail application and are only used for professional correspondents with yourself.
- Information is retained within the Google Groups app for as long as you choose to remain a member. Once you choose to leave the group your records and details are erased.

For more information, see our [guidance on how long you should store information](#) (opens in a new window).

How to complain

If you have any concerns about our use of your personal information, you can make a data protection complaint to us:

Email: michael.linnell17@icloud.com

Telephone: 0161 9006726

Post: 35 Guest Road, Prestwich, Manchester M25 3DJ

You can view our data complaints procedure at this link:

<https://indd.adobe.com/view/b132678f-c25f-4d9a-be0e-86ac9a836eeb>

If you remain unhappy with how we've used your data after raising a complaint with us, you can also complain to the ICO.

The ICO's address:

Information Commissioner's Office

Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Helpline number: 0303 123 1113

Website: <https://www.ico.org.uk/make-a-complaint>