



MORRISON CONSULTS

MORRISON CONSULTS LTD
PRIVACY NOTICE

The Morrison Consults Ltd Privacy Notice

Thank you for your interest in Morrison Consults Ltd.

We take the protection of your personal data very seriously and it is very important to us.

Data Protection Officer: Monique Morrison

Email: monique@morrisonconsults.co.uk

All references to data in this privacy policy refers to your personal data including any information that may directly or indirectly identify you. This privacy notice details what we do with your data. We are obliged to provide this information under the EU General Data Protection Regulation (GDPR) and the Data Protection Act 2018.

Please read the following information carefully.

Data Controller

Morrison Consults Ltd ("Morrison Consults Ltd" also referred to in this notice as "we" or "us") is a data controller of your data and details of which can be found at www.morrisonconsults.co.uk

Morrison Consults Ltd is registered at Companies House, Company Number 16740411, Address Beckett Close, London, SW16 1AN, we determine how and why data is processed.

What information we collect, use, and why

We collect or use the following information to provide and improve products and services for clients:

- Names and contact details
- Addresses
- Transaction data (including details about payments to and from you and details of products and services you have purchased)
- Usage data (including information about how you interact with and use our website, products and services)
- Information relating to compliments or complaints
- Records of meetings and decisions

We collect or use the following personal information for the operation of client or customer accounts:

- Names and contact details
- Addresses
- Purchase or service history
- Account information, including registration details
- Marketing preferences

We collect or use the following personal information for information updates or marketing purposes:

- Names and contact details
- Addresses

- Marketing preferences
- Website and app user journey information

We collect or use the following personal information for dealing with queries, complaints or claims:

- Names and contact details
- Account information
- Purchase or service history
- Customer or client accounts and records
- Financial transaction information
- Correspondence
- 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 bases for collecting or using personal information to provide and improve products and services for clients 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.
- Contract – we have to collect or use the information so we can enter into or carry out a contract with you. All of your data protection rights may apply except the right to object.
- Legitimate interests – we’re collecting or using your information because it benefits you, our organisation or someone else, without causing an undue risk of harm to anyone. All of your data protection rights may apply, except the right to portability.

Our legitimate interests are:

- We process personal data submitted via our website contact form on the basis of our legitimate interests as a business development and education consultancy.

This legitimate interest is:

- To initiate and maintain commercial relationships with prospective clients who have actively expressed an interest in our services by submitting an enquiry.

The processing is necessary to:

1. Respond directly to the specific enquiry submitted by the individual.
2. Provide requested information, such as a service brochure, via email.
3. Initiate a potential service contract by following up on the enquiry to discuss their needs.

We have conducted a balance test and consider this processing to be proportionate.

We only collect the minimum data necessary (name, email address, country and their service of interest) and the processing is aligned with the reasonable expectations of individuals who proactively contact a business for information. Individuals are provided with a clear privacy notice and have the right to object to this processing at any time.

For more information on our use of legitimate interests as a lawful basis you can contact us using the contact details set out above.

Our lawful bases for collecting or using personal information for the operation of client or customer accounts 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.
- Contract – we have to collect or use the information so we can enter into or carry out a contract with you. All of your data protection rights may apply except the right to object.

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Our lawful bases for collecting or using personal information for information updates or marketing purposes are:

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- Contract – we have to collect or use the information so we can enter into or carry out a contract with you. All of your data protection rights may apply except the right to object.
- Legitimate interests – we’re collecting or using your information because it benefits you, our organisation or someone else, without causing an undue risk of harm to anyone. All of your data protection rights may apply, except the right to portability.

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Where we get personal information from

- Directly from you
- How long we keep information

Up to 2 years after the most recent contact.

For more information on how long we store your personal information or the criteria we use to determine this please contact us using the details provided above.

Category of Data	Purpose of Processing	Retention Period	Reason for Retention Period
Website Enquiry Data (Name, email, message)	To respond to your initial enquiry and send requested information (e.g., brochure).	12 months from the date of last contact.	Allows for a reasonable follow-up period to establish a commercial relationship. If no contract is formed, the data is deleted.
Client Data (Contract, communications, invoices)	To deliver our contracted services and maintain business records.	6 years after the end of the financial year in which the contract concludes.	To comply with UK statutory obligations for tax and accounting records (HMRC requirement).
Marketing Mailing List	To send promotional emails about our services.	Until you unsubscribe or we cease the activity. We will review the list annually and remove inactive contacts.	Your ongoing consent is the basis for this processing, which you can withdraw at any time.

Who we share information with

Others we share personal information with:

- Debt collection agencies

How to complain

If you have any concerns about our use of your personal data, you can make a complaint to us using the contact details at the top of this privacy notice.

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>

Last updated: 2nd of October 2025