

# General Data Protection Regulation (“GDPR”)

## Cyres Limited – Third Party Privacy Notice

### How your private information will be used:

1. In order to undertake its payment obligations under the agreement it has with you, Cyres holds and processes the following personal information about you:
  - Your name
  - Your address and other contact details
  - Your bank details for payment purposes
  - Information concerning the services you have supplied as indicated on the invoices you have submitted
2. The information we hold and process will be used for our administrative use only. We will keep and use it either in accordance with your specific consent or where necessary:
  - a. for the performance of our contract with you
  - b. for compliance with any legal obligation
3. If you do not allow us to hold and process this data then it may result in non-payment or delayed or incorrect payment of your invoices.
4. Where we are processing data based on your consent, you have the right to withdraw that consent at any time.
5. Other than as mentioned below, we will only disclose information about you to third parties if we are legally obliged to do so or where we need to comply with our contractual duties to you, for instance we need to pass on certain information to our bank to process online payment.
6. We have in place safeguards including office network security procedures and appropriate contractual terms with our staff to ensure the security of your data.
7. Your personal data will be stored for the duration of the contract and thereafter only for such period as is necessary to comply with any legal requirements, for example those relating to tax records.

### Your rights

Under the GDPR you have a number of rights with regard to your personal data.

1. You have the right, subject to some limitations, to request from us access to and rectification or erasure of your personal data, the right to restrict processing, object to processing as well as in certain circumstances the right to data portability.
2. If you have provided consent for the processing of your data you have the right (in certain circumstances) to withdraw that consent at any time which will not affect the lawfulness of the processing before your consent was withdrawn.
3. You have the right to lodge a complaint to the Information Commissioners’ Office if you believe that we have not complied with the requirements of the GDPR with regard to your personal data.
4. Further details relating to your rights are available from the ICO website.

**Identity and contact details of controller**

- Cyres Limited, 33 Back Street, South Creake, Fakenham, Norfolk NR21 9PG is the controller and processor of this data for the purposes of the GDPR.

**If you have any concerns as to how your data is processed you can contact:**

- Sebastian Brunt, Managing Director

March 2025