



Privacy Notice

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1. Who we are

NL Consulting (Grimsby) Ltd, company number 17395152, is the controller for the personal information described in this notice. Our registered office is 2 Grayling Close, Grimsby, DN37 9HA. You can contact us about this notice or your data protection rights at narissa@nlconsulting.uk, by post at the registered office, or through www.nlconsulting.uk. Our ICO registration number is ZC229053.

2. What information we use and why

Activity	Typical information	Purpose	Likely lawful basis
Website and enquiries	Name, role, organisation, email, enquiry content	Respond to enquiries and manage prospective relationships	Article 6(1)(f) - legitimate interests; Article 6(1)(b) where processing is necessary to take steps at the individual's request before entering into a contract

Activity	Typical information	Purpose	Likely lawful basis
Client management	Business contact details, correspondence, meeting notes, contract information	Deliver services and manage the client relationship	Article 6(1)(b) where the individual is party to the contract; Article 6(1)(f) for business contacts acting on behalf of a client organisation
Professional networking	Business contact details, professional interests, public profile information	Maintain relevant professional relationships and communicate about services	Article 6(1)(f) - legitimate interests. PECR requirements apply to electronic marketing where relevant
Suppliers and advisers	Contact, organisation, bank/payment information	Procure and administer services	Article 6(1)(b) where the individual is party to the contract; Article 6(1)(f) for business contacts; Article 6(1)(c) where processing is required by law
Finance and records	Invoices, payment details, transaction records	Accounting, tax, audit and financial administration	Article 6(1)(c) - legal obligation; Article 6(1)(b) where necessary to administer a contract
Recruitment / associates, if used	CV, experience, contact details, availability	Assess potential associates and resourcing	Article 6(1)(f) - legitimate interests; Article 6(1)(b) where processing is necessary to take steps at the individual's request before entering into a contract

Where we ask for personal information to enter into or perform a contract, we will identify the information that is required and explain the consequences if it is not provided. Any information requested for an optional purpose will be clearly identified as optional.

NL Consulting uses legitimate interests where this is necessary to respond to business enquiries, maintain relevant professional relationships, administer client, supplier and adviser relationships, and communicate about services in a proportionate way. These interests are balanced against the rights and expectations of the individuals concerned, and we do not rely on legitimate interests where those rights override our interests.

Where we send electronic marketing, we apply the Privacy and Electronic Communications Regulations (PECR) as relevant. Business-to-business communications may be sent to corporate contacts where permitted, while additional consent rules can apply to sole traders and certain partnerships. Every direct marketing communication will provide a clear way to opt out, and objections to direct marketing will be respected.

3. Special category or sensitive information

NL Consulting does not process special category or criminal offence data as part of its routine business administration. If an engagement requires such information, NL Consulting will first determine whether

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the processing is necessary and whether it acts as controller or processor for that activity. Where NL Consulting acts as controller, the applicable Article 6 lawful basis and, for special category data, an Article 9 condition will be identified before processing begins. Where required, relevant Data Protection Act 2018 Schedule 1 conditions, an appropriate policy document, a data protection impact assessment, contractual controls and proportionate security safeguards will also be put in place. Where NL Consulting acts as a processor, personal information will be processed only on the documented instructions of the relevant controller and subject to appropriate contractual and security requirements.

4. Where information comes from

Information may come directly from you or from your organisation. We may also obtain business contact and professional information from publicly available sources, such as organisational websites and LinkedIn, when identifying or communicating with relevant professional contacts. During a client engagement, a client may provide personal information where it is necessary for us to deliver the agreed services.

We will provide this privacy information when we collect personal information directly from you. If we obtain personal information from another source, we will normally provide the information within a reasonable period and no later than one month, or earlier if we first contact you or disclose the information to another recipient, unless an exception under UK data protection law applies.

5. Who we share it with

NL Consulting may share your personal information with the following within the context of executing the functions of running the business and providing relevant services.

- Professional advisers such as accountants, insurers and solicitors.
- Technology and hosting providers used to operate NL Consulting, including Microsoft 365 and the website provider.
- Client organisations where necessary for delivery.
- Regulators, courts or public authorities where required by law.

6. International transfers

NL Consulting does not currently process personal information outside the UK directly. However, some of our service providers, including Microsoft and our website provider, may process personal information outside the UK. Where this constitutes a restricted transfer, we use a lawful transfer mechanism and appropriate safeguards recognised under UK data protection law, such as UK adequacy regulations, the UK International Data Transfer Agreement or the UK Addendum, as applicable. You can contact us for more information about the safeguards that apply to your personal information.

7. Retention

NL Consulting keeps personal information only for as long as it is needed for the relevant purpose, to meet legal, accounting and tax obligations, and to establish, exercise or defend legal claims. Retention periods vary by record type and are set out in the NL Consulting Retention & Disposal Schedule. You can contact us for the retention period or the criteria used for a particular category of personal information. When information is no longer required, it is securely deleted or destroyed.

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8. Your rights

Under the UK GDPR, you have rights in relation to the personal information that NL Consulting holds and uses about you. The rights that apply depend on the circumstances and lawful basis for the processing and are summarised below.

- Access to your personal information - you have the right to know what personal data is held about you by NL Consulting and to request a copy.
- Correction of inaccurate information - you have the right to request that inaccurate personal information held about you is corrected without undue delay.
- Erasure or restriction where the legal conditions apply – you may ask us to delete your personal information or restrict how we use it. In some circumstances, NL Consulting may need to continue processing the information to meet its legal obligations. If this applies, we will explain why the processing must continue.
- Objection to processing - Where we rely on legitimate interests, you may object to our processing. You have an absolute right to object to processing for direct marketing at any time
- Data portability where applicable – you may ask us to provide personal information that you supplied to us in a structured, commonly used and machine-readable format, or to transfer it to another organisation where technically feasible. This right applies only in certain circumstances. NL Consulting does not routinely process personal information that falls within its scope, but where it does apply, we will take appropriate measures to comply.
- Withdrawal of consent where consent is the basis relied on. – you can request for NL Consulting to stop the processing of your personal information where consent is the basis for which this was allowed and is no longer given. NL Consulting will adhere to the request and as soon as possible stop the processing of your personal data that was provided with consent.

NL Consulting does not use personal information to make solely automated decisions that produce legal or similarly significant effects. If this changes, we will explain the logic involved, the significance and likely consequences for individuals, and the rights and safeguards available.

9. Data protection complaints

You can raise a data protection complaint with NL Consulting at narissa@nlconsulting.uk or by writing to 2 Grayling Close, Grimsby, DN37 9HA. We will acknowledge your complaint within 30 days, investigate it appropriately and communicate the outcome. You also have the right to complain to the Information Commissioner's Office (ICO). Information about making a complaint and the ICO's current contact details are available at www.ico.org.uk. Exercising this right does not affect your other statutory rights.

10. Changes to this notice

We will update this notice when our services, suppliers, legal obligations or processing materially change. If a change significantly affects how we use personal information, we will bring it to the attention of affected individuals before the new use begins. Last updated: 22/08/2026.