



## Data Protection Register - Entry Details

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**Registration Number:** ZA035747

**Date Registered:** 13 January 2014    **Registration Expires:** 12 January 2018

**Data Controller:** Planetbuilders Limited

**Address:**

White Ash House  
White Ash Green  
Halstead  
Essex  
CO9 1PD

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**This register entry describes, in very general terms, the personal data being processed by:**

Planetbuilders Limited

**Nature of work - IT Consultancy, Software and Web Development**

**Description of processing**

The following is a broad description of the way this organisation/data controller processes personal information. To understand how your own personal information is processed you may need to refer to any personal communications you have received, check any privacy notices the organisation has provided or contact the organisation to ask about your personal circumstances.

**Reasons/purposes for processing information**

We process personal information to enable us to provide a service in which we design, test and demonstrate software; promote our services; maintain our accounts and records and to manage our staff.

### **Type/classes of information processed**

We process information relevant to the above reasons/purposes. This may include:

- personal details
- family details
- lifestyle and social circumstances
- goods and services
- employment and education details
- financial details
- information necessary for the development and test of software

We also process sensitive classes of information that may include physical or mental health details; racial or ethnic origin; religious or other beliefs.

### **Who the information is processed about**

We process personal information about our clients, employees, suppliers and individuals necessary for software development.

### **Who the information may be shared with**

We sometimes need to share the personal information we process with the individual themselves and also with other organisations. Where this is necessary we are required to comply with all aspects of the Data Protection Act (DPA). What follows is a description of the types of organisations we may need to share some of the personal information we process with for one or more reasons.

Where necessary or required we share information with:

- family, associates and representatives of the person whose personal data we are processing
- suppliers and service providers
- professional advisers and consultants
- financial organisations
- credit reference agencies
- debt collection and tracing agencies
- employment and recruitment agencies
- central government

## **Consultancy and Advisory Services**

Information is processed for consultancy and advisory services that are offered. For this reason the information processed may include name, contact details, family details, financial details, and the goods and services provided. This information may be about customers and clients. Where necessary this information is shared with the data subject themselves, business associates and other professional advisers, current, past or prospective employers and service providers.

## **Transfers**

It may sometimes be necessary to transfer personal information overseas. When this is needed information is only shared within the European Economic Area (EEA). Any transfers made will be in full compliance with all aspects of the data protection act.

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