



Register of data controllers

Entry details

Organisation name : Ms Ruth Cringle

Registration reference : ZA215945

Date registered : 10 November 2016

Registration expires : 09 November 2018

Organisation Address

5 Spring Terrace Road
Burton-On-Trent
DE15 9DU

Trading names

Admin Elite

Customer enquiry contact details

Virtual Assistant
5 Spring Terrace Road
Burton-On-Trent
DE15 9DU
Email address: info@adminelite.co.uk

Nature of work description

Nature of work - Bookkeeping and Virtual Assistant

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

I process personal information to provide bookkeeper services to organisations which may include recording financial transactions of businesses and promoting my services. I also provide services as a virtual assistant.

Type/classes of information processed

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

- personal details
- family details
- lifestyle and social circumstances
- goods and services
- financial details
- education and employment details

I also process sensitive classes of information that may include:

- physical or mental health details
- racial or ethnic origin
- religious or other beliefs
- trade union membership

Who the information is processed about

I process personal information about:

- clients and individuals relating to their business
- professional advisers
- enquirers
- employees
- suppliers

Who the information may be shared with

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

Where necessary or required I share information with:

- business associates
- professional advisers
- central government
- current past and prospective employers
- educators and examining bodies
- suppliers
- financial organisations
- family, associates or representatives of the person whose personal data we are processing
- credit reference agencies and debt collection agencies

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.

End of Report