

## Privacy Notice

### Background

EF Chemical Consulting provides cosmetic safety reports and related professional services to companies selling cosmetics to the general public. Therefore, in general, we are not collecting or processing personal information. However, we appreciate that occasionally we are contacted by individuals in the early stages of setting up a business and that their details could be seen as personal information under the GDPR category of "Legitimate Interests". This document outlines how we handle such information.

### Who we are

The Director of EF Chemical Consulting Ltd controls the data we hold on you. Our address is at the foot of this notice.

### Receipt and storage of information and type of information held

The only way in which information on potential customers is received is by an email from them, usually in the form of a request for advice or services to help them manufacture or sell cosmetics. The only type of personal information that may be contained in these emails is:

- (a) Their full name
- (b) Their personal address, which may eventually become their trading address
- (c) Their personal email address, which may eventually become their trading email address
- (d) Their personal telephone number, which may eventually become their trading contact number

We store these emails on our company IMAP email server, which is only accessed from the computers within our company. We have no time limit on keeping these emails, in order that we can handle future contacts with the customer as efficiently as possible. The emails are stored in a general "enquiries" folder, or in folders which are named the same as the individual who has contacted us.

### Sharing of information

On occasion, potential customers contact us and we are not able to help with their enquiry. Sometimes in these cases, another professional company that we work with closely may be able to help better than ourselves, and we may forward the enquiry directly to them without asking for permission from the potential customer. These companies have agreed with us not to forward these enquiries to anyone else. Apart from these cases, potentially personal information is never shared with third parties.

### Security of personal information

The information is only accessible from our cloud IMAP email server. The server is accessible only by passwords, and these are kept secure. Emails are subject to "Authenticated SMTP" access which adds an extra level of security.

### Your rights in relation to personal information

If you consider that we are holding personal information on you, and you wish us to delete it please email us at the email address on the foot of this notice. We will be happy to search for and delete all emails we hold from you, as long as we have not carried out any work for you.

### EF Chemical Consulting Ltd

17 Kings Crescent East, Chester, CH3 5TH, UK

Tel: (+44)-01244-351644

Email: [edmund@efchemicalconsulting.co.uk](mailto:edmund@efchemicalconsulting.co.uk)

Web: [www.efchemicalconsulting.co.uk](http://www.efchemicalconsulting.co.uk)

Company registered in England and Wales - Registered Number 7348632