



PRIVACY POLICY

Quorum Executive Partners

Issued by	Quorum Executive Partners
Effective Date	1 June 2026
Review Date	Annually
Version	1.0
Applies to	All users of www.quorumexecutivepartners.co.uk and prospective or current clients

This Privacy Policy explains how Quorum Executive Partners collects, uses, stores and protects your personal information. We are committed to handling your data with care, discretion and in full compliance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

1. WHO WE ARE

Quorum Executive Partners is a professional services practice providing executive support and operational delivery. We operate as a data controller in respect of the personal data we process about you.

If you have any questions about how we handle your personal data, or wish to exercise any of your rights, please contact us at: hello@quorumexecutivepartners.co.uk

2. WHAT INFORMATION WE COLLECT

Information you provide directly

- Your name, job title and employing organisation
- Your business email address and telephone number
- Information you share in correspondence, meetings or conversations with us
- Information provided when completing an enquiry or contact form on our website

Information collected automatically

- IP address and browser type when you visit our website
- Pages visited and time spent on our website, collected via analytics tools
- Cookie data — see our Cookie section below

Information from third parties



We may receive information about you from referrals, professional introductions or publicly available sources such as LinkedIn or organisational websites.

3. HOW WE USE YOUR INFORMATION

We use your personal information for the following purposes:

- **To respond to enquiries** — when you contact us, we use your details to respond to your message.
- **To deliver our services** — where we have entered into an engagement, we use your information to perform our contractual obligations.
- **To manage our client relationship** — maintaining records of our correspondence and work together.
- **Business development** — to reach out to prospective clients where we have a legitimate interest in doing so.
- **Legal and regulatory compliance** — where we are required to retain or process data by law.
- **Improving our website** — using anonymised analytics to understand how our website is used.

4. LAWFUL BASIS FOR PROCESSING

We rely on the following lawful bases under UK GDPR:

- **Contract** — where processing is necessary to perform a consultancy agreement.
- **Legitimate interests** — for business development, professional outreach and maintaining client records.
- **Legal obligation** — where we must comply with tax, accounting or regulatory requirements.
- **Consent** — where you have explicitly agreed, for example to receive communications from us.

5. HOW WE SHARE YOUR INFORMATION

We do not sell, rent or trade your personal data. We may share it only in the following limited circumstances:

- **Technology service providers** — email hosting, cloud storage and website hosting providers who process data on our behalf under appropriate agreements.
- **Professional advisers** — accountants or legal advisers, where necessary and under strict confidentiality obligations.
- **Regulatory authorities** — HMRC or other bodies where required by law.

We do not transfer your data outside the UK or EEA unless appropriate safeguards are in place under UK GDPR.

6. HOW LONG WE KEEP YOUR DATA

We retain personal data only for as long as necessary:

- Client engagement records and contracts — 7 years from end of engagement



- Client correspondence and working documents — 3 years from end of engagement
- Financial records and invoices — 7 years (HMRC requirement)
- Prospective client contact data — 2 years from last contact
- Website enquiry data — 12 months from receipt

After the applicable period, data is securely deleted or destroyed.

7. YOUR RIGHTS

Under UK GDPR you have the following rights regarding your personal data:

- **Access** — request a copy of the personal data we hold about you
- **Rectification** — ask us to correct inaccurate or incomplete data
- **Erasure** — request deletion of your data where there is no longer a lawful basis to hold it
- **Restriction** — ask us to limit how we process your data in certain circumstances
- **Portability** — receive your data in a structured, commonly used format
- **Object** — object to processing based on legitimate interests
- **Withdraw consent** — where processing is based on consent, you may withdraw it at any time

To exercise any of these rights, please contact us at hello@quorumexecutivepartners.co.uk. We will respond within one calendar month. If you are dissatisfied with our response, you have the right to complain to the Information Commissioner's Office (ICO) at www.ico.org.uk.

8. COOKIES

Our website may use cookies to improve your experience. Cookies are small text files placed on your device when you visit a website.

Types of cookies we may use

- **Essential cookies** — necessary for the website to function correctly
- **Analytics cookies** — help us understand how visitors use our website, collected anonymously

You can control cookies through your browser settings. Disabling certain cookies may affect the functionality of our website.

9. SECURITY

We take reasonable technical and organisational measures to protect your personal data against unauthorised access, loss or misuse. These include password-protected systems, encrypted file storage and access controls. However, no transmission of data over the internet is entirely secure and we cannot guarantee absolute security.



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CHANGES TO THIS POLICY

We may update this Privacy Policy from time to time. The current version is always available on our website at www.quorumexecutivepartners.co.uk. We encourage you to review it periodically. Continued use of our website or services following any update constitutes acceptance of the revised policy.

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CONTACT US

For any queries about this Privacy Policy or how we handle your personal data, please contact us:

Business	Quorum Executive Partners
Email	hello@quorumexecutivepartners.co.uk
Website	www.quorumexecutivepartners.co.uk
ICO	www.ico.org.uk

This policy was last reviewed on 1 June 2026 and is effective from that date.