

Privacy Notice

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Bloomfield Street is committed to protecting the privacy, confidentiality and security of personal information. We recognise the importance of handling information responsibly and transparently and are committed to complying with applicable UK and European data protection legislation, including the UK General Data Protection Regulation (UK GDPR), the Data Protection Act 2018 and, where applicable, the EU General Data Protection Regulation (EU GDPR).

This Privacy Notice explains how Bloomfield Street collects, uses, stores and protects personal information when individuals engage with our services, website, communications or business operations.

Who We Are

Bloomfield Street (Sole Trader)

73 Hobson Street
Failsworth
Manchester
M35 0JF

Bloomfield Street is an operational infrastructure and consultancy business supporting organisations with operational improvement, governance, compliance, project delivery and business operations support.

For the purposes of data protection legislation, Bloomfield Street acts as a Data Controller in relation to personal information collected for its own business activities, including website management, enquiries, marketing, supplier management and client relationship management.

Where Bloomfield Street processes personal data solely on behalf of a client and under their documented instructions, Bloomfield Street acts as a Data Processor and processes information in accordance with contractual obligations and applicable data protection legislation.

The Information We Collect

The personal information we collect will depend on how individuals interact with Bloomfield Street.

This may include:

- Name
- Job title
- Organisation name
- Email address
- Telephone number
- Postal address
- Billing and payment information
- Enquiry details and correspondence
- Meeting notes and consultation records

- Website usage information
- Technical information such as IP addresses, browser type and device information
- Marketing preferences
- Supplier and contractor information

Where services require the handling of operational or governance-related information on behalf of clients, Bloomfield Street will only process information necessary to deliver agreed services and in line with contractual obligations.

Bloomfield Street follows principles of:

- data minimisation
- least access
- privacy by design
- confidentiality by default

We do not intentionally collect special category data unless this is necessary for a specific service engagement and an appropriate lawful basis and safeguards are in place.

Bloomfield Street services are not directed at children, and we do not knowingly collect personal information relating to children.

How We Collect Information

We may collect information through:

- Direct contact via email, telephone, website forms or meetings
- Consultation or booking systems
- Client onboarding processes
- Contractual and supplier arrangements
- Networking and business development activities
- Website analytics and cookies
- Social media interactions
- Third-party service providers acting on our behalf

How We Use Personal Information

Bloomfield Street uses personal information to:

- Respond to enquiries and provide services
- Deliver consultancy and operational support services
- Manage client relationships
- Arrange meetings, consultations and bookings
- Administer contracts and invoices
- Maintain internal business records
- Improve our website, services and customer experience
- Communicate relevant service updates or business information
- Meet legal, regulatory and professional obligations
- Protect the security and integrity of our systems and services

We will only process personal information where we have a lawful basis to do so.

Lawful Bases for Processing

Depending on the circumstances, Bloomfield Street relies on one or more of the following lawful bases:

- Contractual necessity
- Legitimate interests
- Legal obligation
- Consent
- Vital interests, where applicable

Where processing is based on consent, individuals may withdraw consent at any time.

Marketing Communications

Bloomfield Street may occasionally send relevant business updates, insights, service information or marketing communications to individuals who have engaged with us or requested information.

Individuals can unsubscribe or opt out of marketing communications at any time by:

- Clicking the unsubscribe link in communications, where applicable
- Contacting Bloomfield Street directly

We do not sell personal information to third parties.

Sharing Information and Key Service Providers

Bloomfield Street may share personal information with trusted third parties where necessary to support business operations and service delivery.

Key providers currently used by Bloomfield Street may include:

- [Microsoft 365](#) for email, document storage and business communications
- [IONOS](#) for website hosting and website contact forms
- [Airtable](#) for operational and business administration records
- [BookingPress](#) for consultation and booking management
- [Google Analytics](#) for website analytics and performance insights
- [Canva](#) for design and brand content management
- [OpenAI](#) for limited AI-assisted drafting and operational support activities

Bloomfield Street also uses Outlook email and website contact forms as primary communication and contact methods.

Third-party providers are expected to process information securely and in accordance with applicable data protection requirements.

Artificial Intelligence (AI) Tools

Bloomfield Street may use approved AI-assisted tools to support limited operational, drafting, research and content development activities.

Bloomfield Street does not intentionally input confidential, sensitive or unnecessary personal information into AI systems and maintains internal controls and guidance governing acceptable AI use.

An internal AI usage policy is maintained to support safe, proportionate and responsible use of AI technologies.

International Transfers

Some third-party providers used by Bloomfield Street may process information outside the United Kingdom or European Economic Area (EEA), including in the United States and other jurisdictions where cloud infrastructure or support services are located.

Where international transfers occur, Bloomfield Street will ensure that appropriate safeguards are in place, such as:

- Adequacy regulations
- Standard Contractual Clauses (SCCs)
- UK International Data Transfer Agreements (IDTAs)
- Appropriate contractual, organisational and technical safeguards

Bloomfield Street seeks to work with reputable providers that demonstrate appropriate security and data protection standards.

Data Security

Bloomfield Street takes information security seriously and implements appropriate technical and organisational measures to protect personal information against unauthorised access, loss, misuse, alteration or disclosure.

Measures may include:

- Access controls and password protection
- Multi-factor authentication where appropriate
- Secure cloud-based storage
- Device and account management controls
- Encryption where appropriate
- Role-based access principles
- Confidentiality expectations for contractors and associates where applicable
- Supplier due diligence and provider review processes
- Secure disposal arrangements
- Incident management and response processes
- Business continuity and resilience considerations
- Ongoing monitoring and review of systems and operational practices

Bloomfield Street is committed to continually strengthening its information governance and cyber security maturity in line with recognised good practice and evolving operational requirements.

Data Retention

Bloomfield Street will only retain personal information for as long as necessary to fulfil the purposes for which it was collected, including legal, regulatory, accounting and operational requirements.

Retention periods may vary depending on:

- The nature of the relationship
- Contractual obligations
- Legal requirements
- Regulatory expectations
- Business operational needs

Information that is no longer required will be securely deleted or destroyed.

Individual Rights

Under applicable data protection legislation, individuals may have rights including:

- The right to be informed
- The right of access
- The right to rectification
- The right to erasure
- The right to restrict processing
- The right to data portability
- The right to object
- Rights relating to automated decision-making and profiling

Requests relating to personal information or data protection rights can be made using the contact details below.

Bloomfield Street will respond to requests in accordance with applicable legal requirements.

Cookies and Website Analytics

The Bloomfield Street website uses cookies and similar technologies to support website functionality, security, accessibility and performance monitoring.

Bloomfield Street uses:

- essential website cookies required for core website functionality
- analytics cookies through Google Analytics to help understand website usage and improve website performance

Analytics cookies may collect limited technical information including:

- pages visited
- approximate location information
- browser and device type
- time spent on pages
- referral sources

Where required by applicable legislation, non-essential cookies will only be placed with user consent through website cookie controls or browser settings.

Users can manage or withdraw cookie preferences through their browser settings or applicable website cookie controls.

Third-Party Websites

The Bloomfield Street website may contain links to external websites or services. Bloomfield Street is not responsible for the privacy practices or content of third-party websites.

Users are encouraged to review the privacy notices of any external websites they visit.

Contact Details

For questions about this Privacy Notice or the handling of personal information, please contact:

Bloomfield Street

73 Hobson Street

Failsworth

Manchester

M35 0JF

Email: enquiry@bloomfieldstreet.co.uk

Complaints

If an individual is unhappy with how Bloomfield Street has handled their personal information, they have the right to raise a concern with the Information Commissioner's Office.

Further information is available via:

[Information Commissioner's Office](#)

Bloomfield Street would, however, appreciate the opportunity to address concerns directly in the first instance.

Changes to This Privacy Notice

Bloomfield Street may update this Privacy Notice from time to time to reflect changes in legal requirements, operational practices or services.

The latest version will always be made available through the Bloomfield Street website or upon request.