

# Prism Communications & Management Limited - Privacy Statement



Last updated: **September 2025**

We understand how important your personal data is and are committed to protecting and respecting your privacy.

## 1. Who we are

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Prism Communications & Management Limited is a company within the Equiniti Group. Our main business is administration services. Our registered address is Highdown House, Yeoman Way, Worthing, BN99 3HH and our registered number is: 04352585.

Prism Communications & Management Limited is a **'Data Controller'**. This means that we are responsible for deciding how and why we hold and use personal data about you.

In this privacy statement, 'we', 'us' and 'our' will always mean Prism Communications & Management Limited, as Data Controller.

This privacy statement applies to the Corporate Secretarial Services provided on behalf of directors of companies and covers the personal data you provide to Credas through using their portal.

By signing up to using Credas you are consenting to sharing your personal data with us for these verification services. As you are using consent for this processing you can withdraw your consent at any time by contacting us on the details provided in this privacy statement.

Credas and Prism Communications & Management Limited will hold your personal data for seven years.

## 2. Who we may share your personal data with

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The information we hold about you is confidential, and we will only share your personal information to enable us to deliver the corporate secretarial services.

We will only transfer your personal information to trusted third parties who provide sufficient security guarantees and who demonstrate a commitment to compliance with applicable law and this policy.

We will share your personal data when lawfully required with other third parties such as Regulators and supervisory authorities; police and law enforcement agencies.

## 3. Your personal data rights and how to exercise them

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You have rights in respect of the personal data that we hold about you. To understand more about the rights available to you a summary of your rights is provided below. Some of these rights are conditional and depend upon why we are processing your personal data.

- The right of access to a copy of any personal data Prism Communications & Management Limited processes about you, together with certain additional information.
- The right to request us to rectify or update your personal data.
- The right to request us to erase your personal data in certain situations.
- The right to request us to restrict processing such as when you disagree over the accuracy of the personal data.
- The right to request a copy of your information for data portability purposes when you have provided us with personal data and we have used automated processing.
- The right to object to us processing your personal data.

Finally, if you believe your personal data is not being processed in accordance with data protection legislation you have the right to lodge a complaint to the relevant data protection supervisory authority in your country. Within the UK this is the Information Commissioner's Office (ICO) who regulates compliance with data protection legislation. They can be contacted by email: [casework@ico.org.uk](mailto:casework@ico.org.uk); by post: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF; or by telephone: 0303 123 1113. More information can also be found at [www.ico.org.uk](http://www.ico.org.uk).

If you have any questions that remain unanswered, please visit our Privacy Centre at <https://privacy.equiniti.com> where you will find general information about your rights, and how Equiniti safeguards your data; or contact our Data Protection Officer:

- By email: [DPO@equiniti.com](mailto:DPO@equiniti.com)
- By post: Data Protection Officer, PO Box 5243, Worthing, BN99 9FY