

This privacy notice explains the processing of personal data on the website of Assurity Consulting Ltd (including the entity of Assurity Consulting Holdings Ltd). Assurity Consulting Ltd is committed to making sure that your privacy is protected. Should we ask you to provide certain information by which you can be identified when using our website, then you can be assured that it will only be used in accordance with this privacy notice.

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Why do we process your personal data?

Assurity Consulting Ltd collects and processes information about you (personal data) as a website user online when you provide it, when subscribe to us or make an enquiry through our website.

If you make an enquiry via our website or register for one of our seminars or webinars giving us your personal data, we will contact you to discuss your needs or to give you more information about the event. Depending on the progression of our working relationship with you to what we do with your data:

- We will keep you up to date via email with information about our industry and our business, educational health, safety and environmental topics, unless you opt out when you give us your details. We will keep in touch with you via telephone unless you tell us not to. You can opt out of our email communications at any time using the link at the bottom of our emails. If we send you an email and your corporate email address hard bounces back to us, we will delete your personal information from our system or;
- If there is no suitability for a working partnership, we will delete all of your information or;
- For enquiries, subscriptions, seminar or webinar registrations, if the details you give us contain a consumer based email address, we will respond to your enquiry, but we will then delete your data.

Website enquiries: As you have requested that we contact you by giving us your personal data, we will store your personal details on our website and/or on our CRM system, and contact you to discuss your needs via email or telephone.

Seminar or webinar registrations: If you register for one of our seminars or webinars through our website, we will store your personal details on our website and/or on our CRM system and contact you with details about the event. When we hold in-person seminars, we will share your name and company name with the venue for registration, health, safety and security reasons.

Subscribing to us: As you have requested that we contact you by giving us your personal data, we will store your personal details on our website and/or on our CRM system and email you with information on health, safety and environmental topics and services.

Following the registration of your details you may then become a potential customer, please see our potential customer privacy notice for more information about how we process your data.

What are the principles we apply when processing your personal data?

As a responsible business we apply and are able to demonstrate compliance with the following principles to our control and processing of personal data relating to you as a user of our website:

- Processed lawfully, fairly and in a transparent manner in relation to individuals;
- Collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes;
- Processed in a way that is adequate, relevant and limited to what is necessary;
- Maintained to ensure it is accurate and where necessary kept up to date; every reasonable step will be taken to ensure that personal data that is inaccurate, having regard to the purposes for which it is processed is erased or rectified without delay;
- Kept in a form which permits identification of data subjects for no longer than is necessary for the purposes for which the personal data are processed; and
- Processed in a manner that ensures appropriate security of the personal data, including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate technical or organisational measures.

We take reasonable steps to ensure that third parties who process data on our behalf also apply and are able to demonstrate compliance with the above principles. We are committed to ensuring that your information is secure. In order to prevent unauthorised access or disclosure we have put in place suitable physical, electronic and managerial procedures to safeguard and secure the information we collect online.

What types of data do we process?

The following list is not exhaustive, but will give you an idea of the kinds of data we may process relating to you. This list will be reviewed regularly as part of the review of this privacy notice to make sure it is as complete as possible:

- Your name
- Your salutation
- Your work address
- Your work phone number
- Your direct work phone number
- Your work email address
- Emails and communications that we send to you or receive from you
- IP tracking information

What are the lawful bases for processing the data?

For our website users, by registering your personal data and a corporate email address unless you opt out, you are allowing us under the basis of legitimate interest to process your data for the purposes of sending you up to date email information on:

- Educational white paper industry health, safety and environmental topics;
- Up to date industry news;
- Assurity Consulting business and service updates;
- Invitations to Assurity Consulting seminars and webinars.

How long will we retain your personal data?

If we believe our organisations would make a good working partnership, to make sure we are managing your information correctly, we will keep your personal data on our EU based CRM system for up to two years from the date of the last communication we had with you, unless your email address hard bounces or you opt-out of receiving our email communications.

If we send you an email and you are not an Assurity Consulting customer, and your corporate email address hard bounces back to us, we will delete your personal information from our system. We will keep relevant data throughout the duration of our working relationship with you. You have a duty to inform us of changes, such as changes to your address or other contact details, and we will ensure that we keep your records up to date based on the updates you have provided. You can update us via email info@assurityconsulting.co.uk or inform us that you no longer wish to receive emails from us.

NB. Where there is an outstanding dispute, court proceedings, legal claim, insurance claim, or similar we will extend the retention periods stated below of data relevant to the case until the case is closed and the window of opportunity to appeal any decision is considered to be closed.

Who is the data controller and who processes your data?

Assurity Consulting Limited is the data controller. We have our own in marketing team and CRM system we so process much of the required personal data for the purposes of marketing our information to you. However, there are some EU based third parties that we may need to send your data to and from, or may view your data for processing, these include but are not limited to a

- Marketing agency
- Website agency
- Direct marketing consultancy
- Search engine optimisation consultancy
- Mass email marketing company
- Online survey company
- Webinar hosting company
- Venue where we are hosting an event

What are your rights as a data subject?

If you would like to realise any of these rights please contact us using the contact details provided in the how to contact us section of this document. Please make it clear what right you want to realise and be as specific as possible with what you want so that we can prioritise your request.

Right to be informed – you have the right to be informed about how and why we process your personal data. This privacy notice is designed to meet this requirement.

Right of access – you have the right to access your personal data that we hold on you. If you make a request please try and be as specific as possible about the type of data you would like to have access to and the time frames you would like us to look at. We may contact you to discuss your request to help to meet your needs.

Right to rectification – you have the right to request that we rectify your personal data. We also want to make sure that your personal data is accurate and up to date. Please let us know if there is data about you that you believe is incorrect and needs to be rectified.

Right to erasure (to be forgotten) – you have the right to request the deletion or removal of personal data. We believe that we have set out clearly the data we hold, the legal bases for processing the data and a realistic retention period which balances the rights of you as an individual against the interests of us and third parties. However, if you believe that we have data on you that should be deleted, please let us know, so that we can investigate.

Right to restrict processing – you have the right to request that we 'block' or suppress processing of data (including deletion of data). If you wish to exercise this right please let us know the reasons for this.

Right to object – you have a right to object to our processing of your personal data. If you wish to exercise this right please give clear details on the grounds of your objection.

Right to data portability – We do not believe that we hold data on our website visitors that falls into the definition of this right within the GDPR regulations. However if you believe we are incorrect please let us know why and what data you believe we should enable for portability.

Rights related to automated decision making including profiling – you have a right to be informed that profiling or automatic decision making will be performed, right of access to things like the logic involved in automatic decision making, right not to be subject to a decision based solely on automated decision making. If we wish to profile your data or automate decisions based on your data we will let you know as soon as possible.

Right to lodge a complaint with a supervisory authority – you have the right to raise a complaint with the supervisory authority in the country where you live, where you work, or where the infringement took place. In the UK the supervisory authority is the ICO (ico.org.uk).

Changes to this privacy notice

We regularly review our privacy notices. The most up to date privacy notices are available on our website. The date of issue of this privacy notice is indicated in the footer of the document.

How to contact us?

Please contact us if you have any questions about this privacy notice or the personal data we hold about you:

Email: dataprotection@assurityconsulting.co.uk

Mail: Data Protection Compliance Coordinator, Assurity Consulting Ltd, 26 Redkiln Way, Horsham, West Sussex, RH13 5QH