

Data Protection & Privacy Statement (GDPR)

Privacy policy

This privacy policy outlines the procedures we have in place regarding the collection and use of any personal information (i.e. information from which you can be identified) that you have given us, we collect when you have contacted us, or by your agreement to receive updated information from us.

We respect your privacy and take care in the storage and use of your personal information. If you have any questions or queries regarding this policy, please contact us by email.

What personal data do we collect?

Information we may collect may include, but is not limited to:

- your name and contact information, including email address and organizational details
- information regarding your professional interests, interests in our services and contact preferences.

What do we do with the information we collect?

We will hold and use your personal information on our secure computer system.

Who do we share this information with?

We respect your privacy and will not sell or lease your personal information. We will not share or distribute any of the information you provide to us to any third parties.

How do we use personal data?

We will use this information for the following reasons:

- to reply to email, telephone or postal enquiries
- to keep internal records current
- to provide information tailored for your requirements
- to analyse how our website is used
- to follow up if you have shown interest in a particular issue or service

We may use your personal information to contact you with information and communications in line with the permission you have provided.

In relation to electronic mail, we may send you information, unless you have asked us not to do so.

You may change your mind at any time by emailing us.

How long do we keep your personal information?

We will keep data for the length of time we may legitimately communicate with you. Where there is a legal requirement to retain data for longer, then we will do so.

What are my rights?

Under the GDPR, you have the following rights, which we will always work to uphold:

- The right to be informed about our collection and use of your personal data. This Privacy Notice should tell you everything you need to know, but you can always contact us to find out more

- To access your personal data by making a Subject Access Request (SAR) for the information we hold on you.
- To have your information corrected if it is inaccurate
- To restrict (prevent) the processing of your personal data
- To request that your data be erased
- To object to us using your data for particular purpose or purposes

How to get copies of or amend the information we have collected?

You may request a copy of the personal information that we hold about you. If you would like details of the personal information we store about you, please contact us.

What to do if you have a complaint about our use of your personal information

If you have a complaint about the information we hold or how we use that information, please contact us.

If you are not satisfied with the way your request was handled, you can refer your complaint to UK Information Commissioner's Office. <https://ico.org.uk/concerns/>

Security

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.

Linking

We may link to other websites which are not within our control. Once you have left our website, we cannot be responsible for the protection and privacy of any information which you provide. You should exercise caution and look at the privacy and cookie statements applicable to the website in question.

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