

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, such as when you register for our CPD modules, subscribe to us or make an enquiry through our website.

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.

How we use cookies

A cookie is a small file which asks for permission to be placed on your computers hard drive. Once you agree, the file is added and the cookie helps analyse web traffic or lets you know when you visit a particular site.

Cookies allow web applications to respond to you as an individual. The web application can tailor its operations to your needs, likes and dislikes by gathering and remembering information about your preferences. We use traffic log cookies to identify which pages are being used. This helps us analyse data about web page traffic and improve our website in order to tailor it to customer needs. We only use this information for statistical analysis purposes and then the data is removed from the system.

Overall, cookies help us provide you with a better website, by enabling us to monitor which pages you find useful and which you do not. Cookies make it easier and more convenient for you to log in to our site, by storing the username and password on your device. A cookie in no way gives us access to your computer or any information about you, other than the data you choose to share with us. You can choose to accept or decline cookies. Most web browsers automatically accept cookies, but you can usually modify your browser setting to decline cookies if you prefer. This may prevent you from taking full advantage of the website.

Third party cookies -Google analytics

This cookie helps us measure how you interact with our website. It does this by recording what a Site Visitor has done on pages and interactions with our website and is used to collect and analyse information about how Site Visitors use our site. We use the Google analytics platforms to collect and compile reports that help us improve our website. The cookies collect information in an anonymous form, including the number of visitors to the site, where visitors have come to the site from and the pages they visited. This data is stored with Google and no personally identifiable information is collected by this process.

Web browsers general accept cookies. You can however change your setting to decline cookies. To learn more about this, please visit this link:
<https://www.aboutcookies.org/how-to-control-cookies/>

As the legal basis of using cookies, it is necessary for the purposes of the legitimate interests pursued by Assurity Consulting and other parties as applicable (including Google). Our legitimate interests are:

- Distinguish you from other users of our website.
- Helps us to improve our website's performance and your experience of using our website.

- Makes it easier and more convenient for you to log into our site, by storing the username and password on your device.
- To ensure a secure login.
- To track referral data and see how you got to our site.
- To measure your usage of our website.

Links to other websites

Our website may contain links to enable you to visit other websites of interest easily. However, once you have used these links to leave our site, we do not have any control over that other website. Therefore, we cannot be responsible for the protection and privacy of any information which you provide whilst visiting such sites and such sites are not governed by this privacy statement. You should exercise caution and look at the privacy statement applicable to the website in question.

Source Data

Assurity Consulting records the source of how you got to our site, including for example from another website or from a link to our website.

Log Files

We collect information about you when you visit our website including which webpages you visit, when you have visited them etc. We may also keep log files which contain data about the device you are using and the IP address.

IP Addresses

By visiting our site, your IP address will be recorded by our servers and stored in log files. These log files are used for record keeping, tracking referring websites, inferring your general location, and for security purposes.

Device Data

We collect data about the device and system you use to access our site. In particular, we collect your IP address, operating system, device type, browser type and your general location of accessing the site.

Security

Assurity Consulting has active security measures to make sure that we are compliant with all data we process in accordance to data privacy legislation as applicable to the UK. Our technical and organisational security measures mean that we comply with our obligations to ensure that data stored with us is stored safely and securely.

Our security measures include:

- Firewall protection.
- Monthly vulnerability scans and security auditing.
- Website server is completely isolated from the rest of Assurity Consulting's infrastructure.
- Internal monthly penetration tests.

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 updates;
- Invitations to Assurity Consulting seminars;
- CPD certificates (if modules are successfully completed).

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 you make an enquiry via our website (register for one of our seminars or complete a CPD module) giving us your personal data, we will contact you to discuss your needs, give you more information or send you a CPD certificate. Depending on the progression of our working relationship with you to what we do with your data:

- We will keep in touch with you via telephone unless you tell us not to. We will also keep you up to date via email with information about our industry and our business, educational health, safety and environmental topics unless you opted out when you gave us your details. 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, 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 from our system.

CPD registrations: If you register your details for our CPD modules we will keep your data on our website content management system (CMS) for two years after the completion of your last CPD module. This means that we keep a history of your CPD module completions and can reprint certificates for successful CPD module completions if you require them.

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

Seminar registrations: If you register for one of our seminars through our website, we will store your personal details contact you and 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 and send you up to date information.

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.

If you make an enquiry, register for a seminar or subscribe to us we will only store and process your personal details if you register a corporate email address, as we can not process consumer email addresses.

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 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
- A website agency
- A direct marketing consultancy
- Search engine optimisation consultancy
- Mass email marketing company
- Online survey company

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.

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