

## Privacy Statement

### Personal data

Under the EU's General Data Protection Regulation (GDPR), personal data is defined as follows:-

'any information relating to an identified or identifiable natural person ('data subject'); an identifiable natural person is one who can be identified, directly or indirectly, in particular by reference to an identifier such as a name, an identification number, location data, an online identifier or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural or social identity of that natural person'.

### How we use your information

We collect information about you from our website using cookies and if it is necessary for the performance of a contract to which the data subject is party.

We use the information we have collected from you to enable us to fulfil our contractual obligations and comply with the law. The information we collect from the website is used to process any enquiries and we send marketing e-mails informing you of other products and services we can offer.

We store your information on our servers in the UK and with our cloud service providers. We use cookies to monitor your behaviour when you are on our website. From time to time we may share your data with suppliers and we analyse our customer data. In some instances, we use an IT provider who host our database and this provider has administrator access to the information on the database.

### Why does Involve need to collect and store personal data?

In order for us to provide you with our products and services, we may need to collect personal data. We are committed to ensuring that the information we collect and use is appropriate for this purpose and does not constitute an invasion of your privacy.

### Will Involve share my personal data with anyone else?

We may pass your data on to third party service providers contracted to Involve in the course of dealing with you. Any third parties that we may share your data with are obliged to keep your details securely and to use them only to fulfil the service they provide you on our behalf. When they no longer need your data to fulfil this service, they will dispose of the details in line with Involve's procedures.

## **How will Involve use the personal data it collects about me?**

Involve will process (collect, store and use) the information you provide in a manner compatible with the EU's General Data Protection Regulation (GDPR). We will endeavour to keep your information accurate and up-to-date and not keep it longer than is necessary. Involve is required to retain information in accordance with the law, such as information needed for income tax and audit purposes. How long certain kinds of personal data should be kept may also be governed by specific business-sector requirements and agreed practices. Personal data may be held in addition to these periods depending on individual business needs.

## **Can I find out the personal data that the organisation holds about me?**

Involve, at your request, can confirm what information we hold about you and how it is processed. If Involve does hold personal data about you, you can request the following information:-

- Identity and contact details of the person or organisation that has determined how and why to process your data.
- Contact details of the Data Protection Officer.
- The purpose of the processing as well as the legal basis for processing.
- If the processing is based on the legitimate interests of Involve or a third party, information about those interests.
- The categories of personal data collected, stored or processed.
- Recipient(s) that the data is/will be disclosed to.
- If we intend to transfer the personal data to a third country or international organisation, information about how we ensure this will be done securely.
- How long the data will be stored.
- Details of your rights to correct, erase, restrict or object to such processing.
- Information about your right to withdraw consent at any time.
- How to lodge a complaint with the supervisory authority.
- Whether the provision of personal data is a statutory or contractual requirement or a requirement necessary to enter into a contract, as well as whether you are obliged to provide the personal data and the possible consequences of failing to provide such data.
- The source of personal data if it wasn't collected directly from you.
- Any details and information of automated decision making, such as profiling and any meaningful information about the logic involved, as well as the significant and expected consequences of such processing.

## **What forms of ID will I need to provide in order to access this?**

Involve requires two of the following forms of ID when information on your personal data is required:-

- Passport
- Driving licence
- Birth certificate
- Utility bill/bank statement (issued within the last 3 months)

At least one form of ID should show your current name and date of birth and one should show your current address.

Contact details for the Data Protection Officer are:-

	<b>Data Protection Officer contact details</b>
<b>Contact Name:</b>	Pam Rose
<b>Address:</b>	Involve Visual Collaboration Ltd Martin Dawes House Europa Boulevard Warrington WA5 7WH
<b>E-mail:</b>	prose@involve.co.uk
<b>Tel. No.:</b>	0845 805 3455