

BRANDON.

Privacy Notice

General

This Privacy Policy explains how Brandon Consultants Limited ('the Company' or 'we') use the personal data we collect from you when you use our website. This policy tells you about:

- what information we might collect about you
- how we might use that information
- when we might use your details to contact you
- what information of yours we might share with others
- your choices about the personal information you give us

We are committed to protecting and respecting your privacy and will process your personal data in accordance with the General Data Protection Regulations (GDPR).

How will we use your data?

Our Company collects your data so that we can:

- provide you with information, or services that you request from us
- ensure that content from our website is presented in the most effective manner for you and for your device
- process and deal with any complaints or enquiries made by you
- contact you for marketing purposes if you have signed up for these

Our website may, from time to time, contain links to and from the websites of third parties. Please note that if you follow a link to any of these websites, such websites will apply different terms to the collection and privacy of your personal data and we do not accept any responsibility or liability for these policies. When you leave our website we encourage you to read the privacy notice/policy of every website you visit.

In addition to the uses described above, we may use your personal data for our legitimate interests in order to provide you with details about our services which we think may be of interest.

The Company does not undertake automated decision making with your personal data i.e. making decisions without any human involvement.

What data do we collect?

We collect and process your personal data in the following circumstances:

- whenever you provide information to us when reporting a problem with our website, making a complaint, making an enquiry or contacting us for any other reason. If you contact us, we may keep a record of that correspondence
- details of your visits to our website including, but not limited to, traffic data, location data, weblogs and other communication data.

With regards to **Clients**, we will collect and process personal data as follows:

- details such as contact names, email addresses and telephone numbers when you instruct us. We will use this information in order to work with you and comply with our contractual obligations.
- in order to perform our contract with you, we may also need to share personal data with third party providers in line with the agreed scope of work, including but not limited to photographers, illustrators, payment providers and postal service organisations to assist in the delivery of our services to you
- we may advertise your feedback on our website and marketing materials (subject to obtaining your prior consent where necessary)
- we will retain your information as long as we require it to provide our services to you and then for a period of seven years from our last substantial engagement. Where you have subscribed to receive marketing correspondence from us, we will keep your personal data for the period of time described below.

With regards to **Suppliers**, we will collect details such as contact names, email addresses, postal address and telephone numbers in order to contact you about goods or services ordered with you, to place further orders and to pay you for the goods and/or services supplied. We will keep the personal data for seven years further to being provided with the goods/services.

With regards to **Candidates, Freelancers and Interns/Placements** who may contact us in relation to career and work opportunities, or providing services to the Company, we may process your data as follows:

- data that we receive as part of your application including your CV, covering letter, portfolio and any other information which you share with us
- your contact name, email address and telephone number
- information regarding your work history, qualifications, professional memberships, education, experience, or employment references
- photographs if included on CVs
- national insurance number, bank account details, payroll records and tax status information for the purposes of paying you
- any information that is received by former employers as provided for in your employment references
- in order to ensure we are complying with our legal obligations, for example to check your eligibility to work in the UK as governed by law

We will not hold your personal data longer than we need it. For the purposes of recruitment, generally we keep the majority of your information for the duration of the process plus an additional 12 months thereafter. For individuals providing services to the Company, such as freelancers or interns, we would retain your information on our systems for up to seven years.

We limit access to personal data to those employees that have a legitimate business need for such access.

Should you wish the Company to restrict the use of your personal data at any time, please see the section below which provides instruction on what you should do.

Legal basis for processing your personal data

We will only use your personal data where the law allows us to. Most commonly, we will use your personal data in the following circumstances:

- for performance of a contract we enter into with you
- where necessary for compliance with a legal or regulatory obligation we are subject to
- for our legitimate interests (as described within this policy) where your interests and fundamental rights do not override these interests.

Disclosure of personal data to third parties

In addition to the third parties mentioned above, we may disclose your information to third parties for our legitimate interests as follows:

- to staff members in order to facilitate the provision of goods or services to you
- IT providers
- freelance and agency staff
- professional advisers including accountants, consultants, lawyers, bankers and insurers who provide us with consultancy, banking, legal, insurance and accounting services
- HM Revenue and Customs, regulators and other authorities who require reporting of processing activities in certain circumstances
- third parties who we may choose to sell, transfer or merge parts of our business or assets. Alternatively, we may seek to acquire other business or merge with them. If a change happens to our business, then the new owners may use your personal data in the same way as set out in this privacy policy.

We may disclose personal data to the police, regulatory bodies, legal advisors or similar third parties where we are under a legal duty to disclose or share personal data in order to comply with any legal obligation, or in order to enforce or apply our website terms and conditions and other agreements; or to protect our rights, property, or safety of our customers, or others. This includes exchanging information with other companies and organisations for the purposes of fraud protection and credit risk reduction.

We will not sell or distribute personal data to other organisations without your approval.

Cross-border data transfers

Where permitted by applicable law, we may transfer your personal data to jurisdictions outside the European Economic Area ('EEA') for the purposes of carrying out our business interests and as set out in this privacy policy.

Data security

Although we will do our best to protect your personal data, we cannot guarantee the security of your information transmitted to our website and any transmission is at your own risk.

Information you provide to us may be shared on one of, or all of the following: email, internal servers, onedrive, slack. To our best knowledge we have implemented appropriate physical, technical and organisational measures designed to secure your information against accidental loss and unauthorised access, use, alteration or disclosure. In addition, we limit access to personal data to those employees, agents, contractors and other third parties that have a legitimate business need for such access.

Access to, updating, deleting and restricting use of personal data

It is important that the personal data we hold about you is accurate and current. Please keep us informed if the personal data we hold about you changes.

Data protection legislation gives you the right to object to the processing of your personal data in certain circumstances or withdraw your consent to the processing of your personal data where this has been provided. You also have the right to access information held about you and for this to be provided in an intelligible form. If you would like a copy of some or all of your personal information, please send an email to the contact shown below. In certain circumstances we reserve the right to charge a reasonable fee to comply with your request.

You can also ask us to undertake the following:

- update or amend your personal data if you feel it is inaccurate
- remove your personal data from our systems entirely
- send you copies of your personal data in a commonly used format
- restrict the use of your personal data.

We may request specific information from you to help us confirm your identity and your right to access, and to provide you with the personal data that we hold about you or make your requested changes. Data protection legislation may allow or require us to refuse to provide you with access to some or all the personal data that we hold about you or to comply with any requests made in accordance with your rights referred to above. If we cannot provide you with access to your personal data, or process any other request we receive, we will inform you of the reasons why, subject to any legal or regulatory restrictions.

Right to withdraw consent

Where you have provided your consent to the collection, processing and transfer of your personal data, you have the legal right to withdraw your consent under certain circumstances. To withdraw your consent, please contact us as detailed below.

What are cookies?

Cookies are text files placed on your computer to collect standard internet log information and visitor behaviour information. When you visit our website we may collect information from you automatically through cookies or similar technology.

What types of cookies do we use?

Our Company uses cookies in a range of ways to improve your experience on our website including:

- keeping you signed in
- understanding how you use our website
- collecting your data if you contact us for any reason
- traffic and location data

There are a number of different types of cookies and at Brandon we use functionality cookies so that we recognise you on our website and remember your previously selected preferences. These could include what language you prefer and location you are in. A mix of first-party and third-party cookies are used.

We also use performance cookies to collect data for statistical purposes on how you use our site.

How to manage cookies

You can set your browser not to accept cookies and this website will tell you how to do that: www.allaboutcookies.org

What should I do if I want to opt out of receiving marketing information?

You have the right to opt-out of receiving the information from us at any time. To opt-out of receiving information please contact Anna Tappenden at anna.tappenden@brandon-consultants.com providing us with your name and contact details.

Changes to our privacy policy

We reserve the right to update this Privacy Policy at any time, and any changes we make to our privacy policy will be posted on this page. If we would like to use your previously collected personal data for different purposes than those we notified you about at the time of collection, we will provide you with notice and, where required by law, seek your consent, before using your personal data for a new or unrelated purpose. We may process your personal data without your knowledge or consent where required by applicable law or regulation.

How to Contact us

If you have any queries about our Company's Privacy Policy please contact Anna Tappenden at anna.tappenden@brandon-consultants.com providing us with your name and contact details. Or please ring the Studio (the details of which can be found on our website) and speak with our Managing Director.

Complaints

Should you wish to report a complaint or you feel that our Company has not addressed your concern in satisfactory manner, you may contact the Information Commissioner's Office.

Updated: November 2019