
PRIVACY POLICY

POLICY OVERVIEW

Here at Corroconsult we take our customers, employees and third party associates privacy seriously and will only use personal data to administer accounts and provide the products and services requested from us.

This privacy policy applies to data which can be used to identify an individual; this policy does not apply to data about corporate customer's information.

HOW WE COLLECT INFORMATION

Corroconsult collects personal data in two possible ways:

- a. When you directly give it to us ("Directly Provided Data")
When you purchase our products, use our services or communicate with us, you choose to voluntarily give us certain information – for example, by filling in text boxes or completing registration forms. All this information requires a direct action by you at that time in order for us to receive it.
- b. When you give us permission to obtain from others ("User Authorised Data")
If required, you may give us permission to obtain information from other services about your personal data.

INFORMATION WE COLLECT ABOUT YOU

Your "personal data" means information or pieces of information that could allow you to be identified. This typically includes information such as your name, address, screen name, profile picture, email address, telephone number etc.

The law (the Data Protection Act 1998) ensures that personal data about you is used fairly and in accordance with the eight data protection principles. These principles are there to protect you and make sure that we:

- Don't hold more information about you than we need,
- Ensure information we hold about you is accurate,
- Kept secure,
- Kept only for as long as it is necessary and,
- Ensure that all personal data is processed lawfully and legally.

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HOW WE USE YOUR INFORMATION

Personal data provided for a certain purpose will be used in connection with the purpose for which it was provided. If we intend to use any personal data in any manner that is not consistent with this, you will be informed of such anticipated use prior to or at the time the personal data is collected or we will obtain your consent subsequent to such collection but prior to such use.

Personal information which you provide to us may be used in a number of ways, for example:

Customer's personal data will be used for:

- Providing products
- Providing services
- Invoicing for goods
- Maintaining contact
- Preventing fraud
- Audit purposes

Employees / subcontractors personal data will be used for:

- Assessing suitability for employment
- Carrying out pre-employment checks
- Fulfilling legal or regulatory requirements.
- Collating health information to ensure suitability for certain duties within the role.
- Booking travel / accommodation
- Preventing fraud
- Auditing purposes
- Analytical or statistic purposes

IDENTITY AND CONTACT DETAILS OF CONTROLLER

All personal data is collected and handled directly by Corroconsult staff. Upon personal data being requested or submitted, the identity and contact details of the staff member handling and processing data will be made available.

HOW LONG DO WE KEEP YOUR DATA FOR

Corroconsult will not retain your personal data longer than necessary. We will hold onto the information you provide either while your employment or account is in existence, or as needed to be able to provide the Services to you, or (in the case of any contact you may have with our team) for as long as is necessary to provide support-related services.

If legally required or if it is reasonably necessary to meet regulatory requirements, resolve disputes, prevent fraud and abuse, or enforce our Terms and Conditions, we may also retain some of your information for a limited period of time as required, even after you have closed your account or it is no longer needed to provide the Services to you.

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SHARING YOUR DATA

To ensure that Corroconsult provides you with an efficient and effective service the need may arise to share your data. If this need arises you will be made fully aware of the reasons we would like to share your data and who with; unless driven by a legal obligation or legitimate interest, your permission will be requested.

We will only ever share your data if we are satisfied that our partners have sufficient measures in place to protect your data in the same way that we do. Anyone who receives data from us has a legal duty to keep it confidential.

Only minimal and essential personal data will be provided to our carefully selected subcontractors to allow the completion and fulfilment of a contracts or services.

We will never share your data for marketing purposes.

WEBSITE

Our website and its creators take a proactive approach to user privacy and ensure the necessary steps are taken to protect the privacy of its users throughout their visiting experience. This website complies with all UK national laws and requirements for user privacy.

Whilst using our website to contact us you will be requested to provide personal information (name and email). By providing email details you consent to Corroconsult contacting you using that method.

Any other personal details you may wish to provide in the context of your message will be provided of your own accord. We will only use the information given for the purpose of responding to and fulfilling any request of contact that is made. We will ensure that all personal information supplied is held securely in accordance with the Data Protection Act 1998. The personal information you provide us with will only be retained for the period of contact with you and to fulfil the request of contact asked of us. After this period of contact, your personal data will be removed from our records and will not be retained on a database or elsewhere.

EMAIL

Our email service provider uses SSL encryption to prevent unauthorised access to or unauthorised alteration, disclosure or destruction of information.

If you willingly provide or are requested to provide personal data via email, the identity and contact details of the controller will be made available and the purpose of processing the data will be made clear.

We will monitor any emails sent to us, including file attachments, for viruses or malicious software. Please be aware that you have a responsibility to ensure that any email you send is within the bounds of the law.

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DATA SUBJECTS RIGHTS

Right to be informed

Corroconsult will ensure you are kept fully informed on how we collect and process your information and the purpose we intend to use it for.

Right of access

You have the right to access your personal data; this is known as a subject access request. You can request copies of both paper and computer records and related information. However, it is important to remember that not all personal information is covered and there are 'exemptions' which may allow Corroconsult to refuse to comply with your subject access request in certain circumstances.

Right to rectification

You have the right to correct information that you believe to be incorrect.

Right to erasure

Provided that Corroconsult legitimate interest to hold information does not override your request, you have the right to be forgotten.

Right to restriction and objection of processing

Unless the collation of personal data is required by law or as part of a statutory or contractual requirement or obligation, consent will always be obtained to store and use personal data. This consent can be withdrawn or restricted at any time in writing. However, if the data is obtained as part of a statutory or contractual requirement or obligation, if you refuse to divulge or object to Corroconsult processing your data, it may result in us withdrawing services or employment.

Right to data portability

Corroconsult will ensure the machine and human readable export of your personal data. This will allow transfer of personal data easily from one IT environment to another in a safe and secure way, without hindrance to usability.

Rights regarding automated decision making

Corroconsult can only carry out automated processing of personal data to evaluate certain things about an individual and make a decision solely by automated means (without any human involvement) when the decision is:

- necessary for the entry into or performance of a contract
- authorised by Union or Member state law applicable to the controller
- based on the individual's explicit consent.

Right to lodge a complaint

You have the right to lodge a complaint if you consider the processing of personal data relating to you infringes on regulations.

If you would like to exercise any of your rights or find out more information please email: **ccl_gdpr_query@corroconsult.com**

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Malcolm Holland – Managing Director

16 February 2018

