



PRIVACY STATEMENT

Revised January 2018. V3

Associate Enterprises Limited trade as "Assent".

Service Provision

In providing our services, we may collect and/or process "personal data" and/or "special category data" as defined in the UK data protection legislation.

All processing is conducted for the provision of contracted services.

This may be our company data, data associated with our consultants and/or processing data on behalf of our clients.

We respect the security of this data at all times and all processing is conducted in accordance with the legislation and our compliance measures.

We operate a risk-based Information Security Management System to minimise threats to personal and other information.

The personal data we may process includes:

- Staff Information,
- Consultant Information,
- Client contact details,
- Prospective clients' contact details

We may share details with third parties in the provision of our contracted services and/or if we are required to do so by UK law. All feasible security measures are in place. We cannot accept any liability for processing by any third party outside our remit.

We retain data as long as it remains pertinent to the contract and/or if the time-period is prescribed by Statute. All destruction is by secure means.



Cookies

In accordance with legislation we have completed a cookie audit on our websites.

We use these internet files with Google Analytics to monitor and improve our website.

Cookies are also utilised by the social media sites we connect to, but we cannot accept any responsibility for any processing by these sites.

More information on Cookies:

<https://www.assent1.com/about-us/policies/web-content/>

We also use a double opt-in process for all mailing lists we operate.

Data Access Requests

None of the above affects your rights under the legislation, in particular your right to access the data we hold on you.

You may request a copy of the personal information we may hold on you – this should be submitted in writing or email (details on the website: <https://www.assent1.com/contact-us/>).

Please include enough information to enable us to identify you and search for appropriate data.

If you are dissatisfied with this policy, have queries about our data protection procedures or wish to lodge a complaint, please contact the company in the first instance: <https://www.assent1.com/contact-us/>

Thereafter you have the right to submit a complaint to the Supervisory Authority, the Information Commissioner's Office (ICO):

The Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire SK9 5AF