



PRIVACY STATEMENT

Revised May 2018. V3.1

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.

Read more about our Information Security Measures:

<https://www.assentriskmanagement.co.uk/information-security-at-assent/>

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.

On some websites we also show advertising which is served by a third party.

More information on Cookies & Advertising please visit:

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

Mailing Lists

We use a double opt-in subscription process for all our public mailing lists. You can unsubscribe at any time.

If you are a client or perspective client where we have a legitimate business interest, we may add you to our other mailing lists. You can unsubscribe at any time.

We do not buy mailing lists or use the personal data of subjects we have not previously communicated with.

All mailing lists are managed within a third-party tool, MailChimp.

<https://mailchimp.com/legal/privacy/>.

Your Rights

Transparency and Modalities -

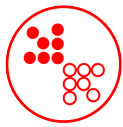
We'll tell you how we use your data and inform you if that changes.

Information and Access to Personal Data -

You may request a copy of the personal information we may hold on you – this should be submitted in writing or email.

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

We'll tell you what data we have and give you access to it on request. (See 'Contacting US' Below).



Rectification and Erasure -

We'll update your information on our records, and any published information, if it changes, just let us know, (See 'Contacting US' Below).

Restrictions of Processing -

We will process your data in line with this policy and the agreed contract.

Data Portability -

If you need to, and with your permission, we'll help you move your information to another provider.

Right to object -

You may object to any of the purposes as described within this policy, (See 'Contacting US' Below).

Automated individual decision-making -

We don't use automated individual decision-making, other than as described in this policy.

Complaints

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

Contacting Us

If you have any questions about this policy, or would like to make a request regarding your personal data, please contact us:

<https://www.assent1.com/contact-us/>.