

Animo Consultancy Limited - Privacy Policy

Introduction

Animo Consultancy is firmly committed to privacy, the responsible use of information, the need to safeguard the privacy of our clients and visitors to our website, and to maintaining compliance with privacy legislation. Animo Consultancy will ensure that the data you supply to us is processed fairly and lawfully, and with skill and care. We take our responsibilities in respect of your personal data extremely seriously.

This statement sets out Animo Consultancy's privacy policy for the collection and processing of personal information through your use of this website, including any information you may provide through this website when you contact us for any reason such as:

- joining our marketing list
- applying for a role with us
- registering for an event
- downloading content
- requesting information about our services
- sending Animo Consultancy a request for proposal or
- filling in a survey

This website is not intended for children and we do not knowingly collect data relating to children through this website.

It is important that you read this privacy notice together with any other privacy notice or fair processing notice we may provide on specific occasions when we are collecting or processing personal data about you so that you are fully aware of how and why we are using your data. The Company Secretary is responsible for overseeing questions in relation to this privacy notice. If you have any questions about this privacy notice, including any requests to exercise your legal rights please contact us at admin@animoconsultancy.co.uk

It is important that the personal data we hold about you is accurate and current. Please keep us informed if your personal data changes during your relationship with us. You have the right to make a complaint at any time to the Information Commissioner's Office (ICO), the UK supervisory authority for data protection issues (www.ico.org.uk). We would, however, appreciate the chance to deal with your concerns before you approach the ICO so please contact us in the first instance.

Our contact details

Name: Company Secretary

Phone Number: 01274 653462

E-mail: admin@animoconsultancy.co.uk

Updated & Reviewed on: 01 February 2021

The type of personal information we collect

Personal data, or personal information, means any information which identifies an individual. It does not include data where the identity has been removed (anonymous data). We may collect, use, store and transfer different kinds of personal data about you which we have grouped together follows:

Contact Data	includes email address, phone number, postal address or other information included in CVs
Identity Data	includes first name, last name, photo or other information included in CVs
Marketing and Communications Data	includes your Contact Details for us to send marketing communications to you
Profile Data	includes your username and password for Job Search and applications made by you
Technical Data	includes internet protocol (IP) address, browser type and version, time zone setting and location, browser plug-in types and versions, operating system and platform and other technology on the devices you use to access this website.
Usage Data	includes information about how you use our website

We also collect, use and share "Aggregated Data" such as statistical or demographic data for any purpose. Aggregated Data may be derived from your personal data but is not considered personal data in law as this data does not directly or indirectly reveal your identity. For example, we may aggregate your Usage Data to calculate the percentage of users accessing a specific website feature. However, if we combine or connect Aggregated Data with your personal data so that it can directly or indirectly identify you, we treat the combined data as personal data which will be used in accordance with this privacy notice.

We do not collect any Special Categories of Personal Data about you (this includes details about your race or ethnicity, religious or philosophical beliefs, sex life, sexual orientation, political opinions, trade union membership, information about your health and genetic and biometric data). Nor do we collect any information about criminal convictions and offences.

How we get the personal information and why we have it

We use different methods to collect data from and about you including through:

- Direct interactions. You may give us your Identity and Contact Data by filling in forms or by corresponding with us on this website. This includes personal data you provide when you:
 - subscribe to our service, events or publications
 - request marketing to be sent to you
 - send us information about a request for proposal

- contact us in relation to a business, media, supplier or career enquiry
- apply for a role or give us some feedback.
- Automated technologies or interactions. As you interact with our website, we may automatically collect Technical Data about your equipment, browsing actions and patterns. We collect this personal data by using cookies, server logs and other similar technologies. Please see our cookie policy below for further details.
- Third parties or publicly available sources. We may receive personal data about you from analytics providers.

Under the General Data Protection Regulation (GDPR) and UK Data Protection Act 2018 , the lawful bases we rely on for processing this information are:

- (a) Your consent. You are able to remove your consent at any time. You can do this by contacting admin@animoconsultancy.co.uk
- (b) We have a contractual obligation.
- (c) We have a legal obligation.
- (d) We have a vital interest.
- (e) We need it to perform a public task.
- (f) We have a legitimate interest.

How we store your personal information

Your information is securely stored on our company server. We keep information for the period agreed when collected. We will then dispose your information by deleting and decommissioning data stores.

Your data protection rights

Under data protection law, you have rights including:

- **Your right of access** - You have the right to ask us for copies of your personal information.
- **Your right to rectification** - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.
- **Your right to erasure** - You have the right to ask us to erase your personal information in certain circumstances.
- **Your right to restriction of processing** - You have the right to ask us to restrict the processing of your personal information in certain circumstances.
- **Your right to object to processing** - You have the the right to object to the processing of your personal information in certain circumstances.
- **Your right to data portability** - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

How to complain

If you have any concerns about our use of your personal information, you can make a complaint to us at admin@animoconsultancy.co.uk for data protection queries. We are registered with the ICO:

 <p>ico. Information Commissioner's Office</p>	<p>Upholding information rights Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF T. 0303 123 1113 F. 01625 524510 www.ico.org.uk</p>
<h2>Certificate</h2>	
Organisation Name:	
Animo Consultancy Ltd	
Reference number:	
ZA760733	
Tier:	
Tier 1	
Start date:	
3 June 2020	
End date:	
2 June 2021	
Data Protection Officer	

So you can also complain to the ICO if you are unhappy with how we have used your data.

The ICO's address:

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

Helpline: 0303 123 1113

ICO website: <https://www.ico.org.uk>