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DATA PROTECTION PRIVACY NOTICE

July 2022

This notice explains what personal data (information) we hold about you, how we collect it, and how we use and may share information about you. We are required to notify you of this information under data protection legislation. Please ensure that you read this notice (sometimes referred to as a 'privacy notice') and any other similar notice we may provide to you from time to time when we collect or process personal information about you.

Who collects the information?

Camburg Collective Ltd. (trading as Camburg) (the "Company") is a "data controller" and gathers and uses certain information about you.

Data protection principles

We will comply with the data protection principles when gathering and using personal information, as set out in our Data Protection Policy.

About the information we collect and hold

What information

We may collect the following information about you:

- analytical data when using our website, via Google Analytics;
- cookie consent data; and
- marketing information including your name and contact details (i.e. email address, home and mobile phone number), your job role, organisation and work address and details of the project(s) we may, or have, worked in partnership on.

How we collect the information

Information will be collected via:

- correspondence, generally through email, phone calls or in person conversations; and
- automated monitoring of our website (cookies and website analytics).

Why we collect the information and how we use it

We will typically collect and use this information for the following purposes (other purposes that may also apply are explained in our Data Protection Policy):

- for the performance of a contract with you, or to take steps to enter into a contract;
- for compliance with a legal obligation,
- for the purposes of our legitimate interests or those of a third party but only if these are not overridden by your interests, rights or freedoms;
- for reasons of substantial public interest (i.e., equality of opportunity or treatment, promoting or retaining racial and ethnic diversity at senior level);
- to defend any legal claims that may be brought against us; this will typically involve passing information on to our legal advisers, who will be subject to strict professional and contractual duties of confidentiality;
- to share relevant information with you relating to our services, news or events; and
- to improve the contents and set up of our website.

Some data will require you to give us consent to process your data. In these cases, we will ask for your explicit consent in writing or via consent buttons.

We seek to ensure that our information collection and processing is always proportionate.

How we may share the information

We will not share your information with any third parties for the purposes of direct marketing.

We may need to share some of the above categories of personal information with other parties, such as external contractors and our professional advisers and with potential purchasers of some or all our business or on a re-structuring. The recipient of the information will be bound by confidentiality obligations. We may also be required to share some personal information as required to comply with the law.

Where information may be held

Information may be held on our IT systems, and third-party agencies, service providers, representatives and agents as described above.

How long we keep your information

We will keep:

- marketing information for 2 years from when consent is given;
- analytical data collected through our website is kept in accordance with Google's privacy policy. You are able to adjust your consent settings via our website; and
- cookie consent data is set to be kept for 90 days.

Your right to object to us processing your information

Where our processing of your information is based solely on our legitimate interests (or those of a third party), you have the right to object to that processing if you give us specific reasons why you are objecting, which are based on your particular situation. If you object, we can no longer process your information unless we can demonstrate legitimate grounds for the processing, which override your interests, rights and freedoms, or the processing is for the establishment, exercise or defence of legal claims.

Your rights to correct and access your information and to ask for it to be erased

Please contact us (details below) if (in accordance with applicable law) you would like to correct or request access to information that we hold relating to you or if you have any questions about this notice. You also have the right to ask for some but not all the information we hold and process to be erased (the 'right to be forgotten') in certain circumstances. We will provide you with further information about the right to be forgotten if you ask for it.

Keeping your personal information secure

We have appropriate security measures in place to prevent personal information from being accidentally lost or used or accessed in an unauthorised way. We limit access to your personal information to those who have a genuine business need to know it. Those processing your information will do so only in an authorised manner and are subject to a duty of confidentiality.

We also have procedures in place to deal with any suspected data security breach. We will notify you and any applicable regulator of a suspected data security breach where we are legally required to do so.

How to complain

We hope that we can resolve any query or concern you raise about our use of your information. If not, contact the Information Commissioner at ico.org.uk/concerns/ or telephone: 0303 123 1113 for further information about your rights and how to make a formal complaint.

How to contact us

Please email info@camburg.co.uk if you would like to speak to one of our team.