

## Contacts

The organisation that determines the purposes of, and is responsible for, the processing of your personal data (the Data Controller) is Sapientor Limited, registered in England and Wales, No. 6214497, of which Business Information Risk Management Consulting (BiR) is an operating brand. The registered office and office for correspondence is 6 Maple Green, Hemel Hempstead, Hertfordshire HP1 3PY.

Your email contact is [admin@businessinforisk.co.uk](mailto:admin@businessinforisk.co.uk)

The official body with which you can lodge any complaint about processing of your personal data by BiR is the ICO – the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF; telephone 0303 123 1113; web: [www.ico.org.uk](http://www.ico.org.uk).

## Privacy notice for representatives of prospect and client businesses

### Processing conducted on the basis of legal obligation

BiR may process your personal data in order to fulfil a legal obligation to you as a data subject if you exercise any of your rights under Data Protection legislation, or to comply with other legal obligations.

For these purposes, BiR may process your name, business address, electronic contact details including telephone numbers and email address, business role designation, identification of relevant qualifications and professional experience, and relevant details of business transactions or communications between you or the business you represent and BiR.

For these purposes BiR may obtain the personal data from yourself, from affected 3rd parties or from relevant statutory bodies and/or regulators.

### Sharing and transfers

The personal data may be shared with relevant statutory bodies and/or regulators and with affected 3rd parties for these purposes.

The personal data will not be transferred outside the UK for this purpose unless required by law.

### Automated decision making

No automated decision-making in relation to the personal data is undertaken for this purpose.

### Retention

The personal data will be retained and used for these purposes as long as required by relevant legislation, statutory bodies or regulators. BiR may thereafter retain (as archive) extant records incidentally referring to this personal data (e.g. emails sent or received by you in a relevant capacity) in support of the legitimate interests of the business you represent or represented, BiR or its clients for as long as the material content of the records fulfils those interests.

### Your rights

In relation to these purposes you have:

- the right to confirm whether BiR process your personal data, and to be provided with a specification of what data BiR processes and how it is processed (Article 15);
- the right to have any errors or inaccuracies in the personal data corrected (Article 16);
- the right to erasure of the personal data if they are no longer required for this purpose (Article 17) and no legal obligation exists that overrides this right;
- the right to restrict processing of the personal data if it is deemed inaccurate, the processing is deemed unlawful, or it is required by you for the establishment, exercise or defence of legal claims and BiR no longer need the personal data for the purpose of the processing (Article 18).
- the right to be provided with your personal data in a form that can be transferred to another data controller (Article 20).
- the right to lodge a complaint with the Information Commissioner's Office (Article 77);
- the right to seek a remedy in the Courts against BiR (Article 79) or the ICO (Article 78).

### Processing conducted on the basis of contract

Where you represent a business that BiR may approach with an offer of services, that has engaged the services of BiR or is negotiating with BiR for provision of services, BiR may need to process some of your personal data in order to further the negotiation or provision of said services.

For these purposes, BiR may process your name, business address, electronic contact details including telephone numbers and email address, business role designation, identification of relevant qualifications and professional experience.

BiR may be provided with this personal data by you, by the business you represent, via referrals from other suppliers or service providers, or from publicly accessible resources such as the web pages of the business you represent.

## ***Sharing and transfers***

BiR may share this personal information, both during negotiation, and in fulfilment, of a contract with the business you represent, with 3rd party businesses that may be called up on to act in the capacity of subcontractor to BiR, or where BiR acts as introducer between the business you represent and any 3rd party provider of products or services.

BiR might need to transfer some of this personal data outside the UK, either where the business you represent has a relevant presence in another country or where BiR need to engage with product or service providers based or operating in another country in support of delivering services to the business you represent.

## ***Automated decision making***

No automated decision-making in relation to the personal data is undertaken for this purpose.

## ***Retention***

The personal data will be retained and used for this purpose while you continue to represent a business with which BiR have a prospective or actual contractual relationship. BiR may thereafter retain (as archive) extant records incidentally referring to this personal data (e.g. emails sent or received by you in a relevant capacity) in support of the legitimate interests of the business you represent or represented, BiR or its clients for as long as the material content of the records fulfils those interests, or a legal obligation requires BiR to do so.

## ***Your rights***

In relation to this purpose you have:

- the right to confirm whether BiR processes your personal data, and to be provided with a specification of what data BiR process and how it is processed (Article 15);
- the right to have any errors or inaccuracies in the personal data corrected (Article 16);
- the right to erasure of the personal data if they are no longer required for this purpose (Article 17). In such a case BiR will no longer consider you to be a representative of the business with which BiR have a prospective or actual contractual relationship;
- the right to restrict processing of the personal data if it is deemed inaccurate, the processing is deemed unlawful, or it is required by you for the establishment, exercise or defence of legal claims and BiR no longer need the personal data for the purpose of the processing (Article 18);
- the right to be provided with your personal data in a form that can be transferred to another data controller (Article 20).
- the right to lodge a complaint with the Information Commissioner's Office (Article 77);
- the right to judicial remedy (Article 79).

## **Processing conducted on the basis of consent**

BiR may use your contact information to provide you with marketing material by electronic means (e.g. email). This processing will only be undertaken at your request.

For this purpose, BiR may process your name, business address, electronic contact details including telephone numbers and email address, business role designation.

For this purpose, the personal data will be obtained from yourself.

## ***Sharing and transfers***

The personal data will not be shared with UK 3rd parties for this purpose without your specific consent.

The personal data will not be transferred outside the UK for this purpose without your specific consent.

## ***Automated decision making***

No automated decision-making in relation to the personal data is undertaken for this purpose.

## ***Retention***

The personal data will be retained and used for this purpose until you withdraw your consent. BiR may thereafter retain (as archive) extant records incidentally referring to this personal data (e.g. emails sent or received by you in a relevant capacity) in support of the legitimate interests of the business you represent or represented, BiR or its clients for as long as the material content of the records fulfils those interests, or a legal obligation requires BiR to do so.

## ***Your rights***

In relation to this purpose you have:

- the right to withdraw consent to the processing (Article 7);
- the right to confirm whether BiR processes your personal data, and to be provided with a specification of what data BiR process and how it is processed (Article 15);

- the right to have any errors or inaccuracies in the personal data corrected (Article 16);
- the right to erasure of the personal data if they are no longer required for this purpose (Article 17).
- the right to restrict processing of the personal data if it is deemed inaccurate, the processing is deemed unlawful, or it is required by you for the establishment, exercise or defence of legal claims and BiR no longer need the personal data for the purpose of the processing (Article 18).
- the right to be provided with your personal data in a form that can be transferred to another data controller (Article 20).
- the right to lodge a complaint with the Information Commissioner's Office (Article 77);
- the right to seek a remedy in the Courts against BiR (Article 79) or the ICO (Article 78).

## **Processing conducted on the basis of legitimate interest**

BiR have a legitimate interest in processing some of your personal data in order to promote its services to the business you represent other than by electronic means.

For this purpose, BiR may process your name, business postal address, business role designation.

BiR may be provided with this personal data by you, by the business you represent, via referrals from other suppliers or service providers, or from publicly accessible resources such as the web pages of the business you represent.

### ***Sharing and transfers***

The personal data will not be shared with UK 3rd parties for this purpose.

The personal data will not be transferred outside the UK for this purpose.

### ***Automated decision making***

No automated decision-making in relation to the personal data is undertaken for this purpose.

### ***Retention***

The personal data will be retained and used for this purpose unless you object. BiR may thereafter retain (as archive) extant records incidentally referring to this personal data (e.g. emails sent or received by you in a relevant capacity) in support of the legitimate interests of the business you represent or represented, BiR or its clients for as long as the material content of the records fulfils those interests, or a legal obligation requires BiR to do so.

### ***Your rights***

In relation to this purpose you have:

- the right to object to the processing (Article 21);
- the right to confirm whether BiR processes your personal data, and to be provided with a specification of what data BiR process and how it is processed (Article 15);
- the right to have any errors or inaccuracies in the personal data corrected (Article 16);
- the right to erasure of the personal data if they are no longer required for this purpose (Article 17).
- the right to restrict processing of the personal data if it is deemed inaccurate, the processing is deemed unlawful, or it is required by you for the establishment, exercise or defence of legal claims and BiR no longer need the personal data for the purpose of the processing (Article 18).
- the right to be provided with your personal data in a form that can be transferred to another data controller (Article 20).
- the right to lodge a complaint with the Information Commissioner's Office (Article 77);
- the right to seek a remedy in the Courts against BiR (Article 79) or the ICO (Article 78).

## **Processing conducted on the basis of vital interests**

none.

## **Processing conducted on the basis of public interest and official authority**

none.

## Privacy notice for representatives of product and service providers

### Processing conducted on the basis of legal obligation

BiR may process your personal data in order to fulfil its legal obligations to you as a data subject if you exercise any of your rights under Data Protection legislation, or to comply with other legal obligations.

For these purposes, BiR may process your name, business address, electronic contact details including telephone numbers and email address, business role designation, identification of relevant qualifications and professional experience, and relevant details of business transactions or communications between you or the business you represent and BiR.

For these purposes BiR may obtain the personal data from yourself, from affected 3rd parties or from relevant statutory bodies and/or regulators.

### Sharing and transfers

The personal data may be shared with relevant statutory bodies and/or regulators and with affected 3rd parties for these purposes.

The personal data will not be transferred outside the UK for this purpose unless required by law.

### Automated decision making

No automated decision-making in relation to the personal data is undertaken for this purpose.

### Retention

The personal data will be retained and used for these purposes as long as required by relevant legislation, statutory bodies or regulators. BiR may thereafter retain (as archive) extant records incidentally referring to this personal data (e.g. emails sent or received by you in a relevant capacity) in support of the legitimate interests of the business you represent or represented, BiR or its clients for as long as the material content of the records fulfils those interests, or a legal obligation requires BiR to do so.

### Your rights

In relation to these purposes you have:

- the right to confirm whether BiR processes your personal data, and to be provided with a specification of what data BiR process and how it is processed (Article 15);
- the right to have any errors or inaccuracies in the personal data corrected (Article 16);
- the right to erasure of the personal data if they are no longer required for this purpose (Article 17) and no legal obligation exists that overrides this right;
- the right to restrict processing of the personal data if it is deemed inaccurate, the processing is deemed unlawful, or it is required by you for the establishment, exercise or defence of legal claims and BiR no longer need the personal data for the purpose of the processing (Article 18).
- the right to be provided with your personal data in a form that can be transferred to another data controller (Article 20).
- the right to lodge a complaint with the Information Commissioner's Office (Article 77);
- the right to seek a remedy in the Courts against BiR (Article 79) or the ICO (Article 78).

### Processing conducted on the basis of contract

Where you represent a business that BiR may approach, negotiate with or enter into a contract with, to supply BiR or its clients with products or services, BiR may need to process some of your personal data in order to further the relationship.

For these purposes, BiR may process your name, business address, electronic contact details including telephone numbers and email address, business role designation, identification of relevant qualifications and professional experience.

BiR may be provided with this personal data by you, by the business you represent, via referrals from other suppliers or service providers, or from publicly accessible resources such as the web pages of the business you represent.

### Sharing and transfers

BiR may share this personal information, both during negotiation, and in fulfilment, of contracts, with clients for whom the business you represent may be called up on to act in the capacity of subcontractor to BiR, or where BiR acts as introducer between a client of BiR and the business you represent.

BiR might need to transfer some of this personal data outside the UK, either where the business you represent or a client of BiR has a relevant presence in another country.

## ***Automated decision making***

No automated decision-making in relation to the personal data is undertaken for this purpose.

## ***Retention***

The personal data will be retained and used for this purpose while you continue to represent a business with which BiR have a prospective or actual contractual relationship. BiR may thereafter retain (as archive) extant records incidentally referring to this personal data (e.g. emails sent or received by you in a relevant capacity) in support of the legitimate interests of the business you represent or represented, BiR or its clients for as long as the material content of the records fulfils those interests, or a legal obligation requires BiR to do so.

## ***Your rights***

In relation to this purpose you have:

- the right to confirm whether BiR processes your personal data, and to be provided with a specification of what data BiR process and how it is processed (Article 15);
- the right to have any errors or inaccuracies in the personal data corrected (Article 16);
- the right to erasure of the personal data if they are no longer required for this purpose (Article 17). In such a case BiR will no longer consider you to be a representative of the business with which BiR have a prospective or actual contractual relationship;
- the right to restrict processing of the personal data if it is deemed inaccurate, the processing is deemed unlawful, or it is required by you for the establishment, exercise or defence of legal claims and BiR no longer need the personal data for the purpose of the processing (Article 18);
- the right to be provided with your personal data in a form that can be transferred to another data controller (Article 20).
- the right to lodge a complaint with the Information Commissioner's Office (Article 77);
- the right to seek a remedy in the Courts against BiR (Article 79) or the ICO (Article 78).

## **Processing conducted on the basis of consent**

BiR may use your contact information to provide you with marketing material by electronic means (e.g. email). This processing will only be undertaken at your request.

For this purpose, BiR may process your name, business address, electronic contact details including telephone numbers and email address, business role designation.

For this purpose, the personal data will be obtained from yourself.

## ***Sharing and transfers***

The personal data will not be shared with UK 3rd parties for this purpose without your specific consent.

The personal data will not be transferred outside the UK for this purpose without your specific consent.

## ***Automated decision making***

No automated decision-making in relation to the personal data is undertaken for this purpose.

## ***Retention***

The personal data will be retained and used for this purpose until you withdraw your consent. BiR may thereafter retain (as archive) extant records incidentally referring to this personal data (e.g. emails sent or received by you in a relevant capacity) in support of the legitimate interests of the business you represent or represented, BiR or its clients for as long as the material content of the records fulfils those interests, or a legal obligation requires BiR to do so.

## ***Your rights***

In relation to this purpose you have:

- the right to withdraw consent to the processing (Article 7);
- the right to confirm whether BiR processes your personal data, and to be provided with a specification of what data BiR process and how it is processed (Article 15);
- the right to have any errors or inaccuracies in the personal data corrected (Article 16);
- the right to erasure of the personal data if they are no longer required for this purpose (Article 17).
- the right to restrict processing of the personal data if it is deemed inaccurate, the processing is deemed unlawful, or it is required by you for the establishment, exercise or defence of legal claims and BiR no longer need the personal data for the purpose of the processing (Article 18).
- the right to be provided with your personal data in a form that can be transferred to another data controller (Article 20).
- the right to lodge a complaint with the Information Commissioner's Office (Article 77);
- the right to seek a remedy in the Courts against BiR (Article 79) or the ICO (Article 78).



## **Processing conducted on the basis of legitimate interest**

BiR have a legitimate interest in processing some of your personal data in order to promote its services to the business you represent other than by electronic means.

For this purpose, BiR may process your name, business postal address, business role designation.

BiR may be provided with this personal data by you, by the business you represent, via referrals from other suppliers or service providers, or from publicly accessible resources such as the web pages of the business you represent.

### ***Sharing and transfers***

The personal data will not be shared with UK 3rd parties for this purpose.

The personal data will not be transferred outside the UK for this purpose.

### ***Automated decision making***

No automated decision-making in relation to the personal data is undertaken for this purpose.

### ***Retention***

The personal data will be retained and used for this purpose unless you object. BiR may thereafter retain (as archive) extant records incidentally referring to this personal data (e.g. emails sent or received by you in a relevant capacity) in support of the legitimate interests of the business you represent or represented, BiR or its clients for as long as the material content of the records fulfils those interests, or a legal obligation requires BiR to do so.

### ***Your rights***

In relation to this purpose you have:

- the right to object to the processing (Article 21);
- the right to confirm whether BiR processes your personal data, and to be provided with a specification of what data BiR process and how it is processed (Article 15);
- the right to have any errors or inaccuracies in the personal data corrected (Article 16);
- the right to erasure of the personal data if they are no longer required for this purpose (Article 17).
- the right to restrict processing of the personal data if it is deemed inaccurate, the processing is deemed unlawful, or it is required by you for the establishment, exercise or defence of legal claims and BiR no longer need the personal data for the purpose of the processing (Article 18).
- the right to be provided with your personal data in a form that can be transferred to another data controller (Article 20).
- the right to lodge a complaint with the Information Commissioner's Office (Article 77);
- the right to seek a remedy in the Courts against BiR (Article 79) or the ICO (Article 78).

## **Processing conducted on the basis of vital interests**

none.

## **Processing conducted on the basis of public interest and official authority**

none.