

PRIVACY POLICY

Data Controller: Priestman Associates LLP (“we”, “us”, “our”)

This privacy notice applies to Priestman Associates LLP and its trading names, including IntaChem Solution Technology.

This policy applies to personal data collected via:

- www.priestmanweb.com
- www.intachem-solutions.com

and any related subdomains or services operated by Priestman Associates LLP.

A) AIM

This policy outlines the rights that data subjects have, under the General Data Protection Regulation (GDPR), in relation to the data about them that we hold. Data subjects, for the purposes of this policy, include employees (current, prospective, and former), workers, contractors, and learners.

B) THE RIGHT TO BE INFORMED

To ensure transparency, we provide a privacy notice explaining how we collect, use, and store personal data. If you have questions about this notice, please contact office@priestmanweb.com

Our privacy notice outlines:

- The types of data we collect and why we process it;
- The legal basis for processing your data;
- Who we may share your data with and why, including any data transfers outside the UK/EU and the safeguards in place;
- How long we retain your data and how we determine retention periods;
- The sources of your data (if not provided directly by you);
- Your rights as a data subject;
- Your right to withdraw consent if consent was the basis for processing and no other legal basis applies;

- Your right to complain to the Information Commissioner’s Office (ICO) if you believe your data rights have been breached;
- Whether we use automated decision-making and, if so, how it affects you;
- Contact details for our data protection officer.

C) THE RIGHT OF ACCESS

You have the right to access the personal data we hold about you. If you wish to make a data access request, please contact the data protection officer.

D) THE RIGHT TO CORRECTION

If you find that the data we hold about you is incorrect or incomplete, you have the right to request a correction. To do so, please complete a Data Correction Form.

We will usually respond to correction requests within one month, unless the request is complex, in which case we may extend this period by up to two months. If we decide not to amend your data, we will inform you of the reasons, and you have the right to escalate the issue to the ICO.

If your data has been shared with third parties, we will notify them of the correction where possible.

E) THE RIGHT TO ERASURE

In certain circumstances, you can request that we delete your personal data. This applies when:

- The data is no longer necessary for its original purpose;
- Processing was based on your consent, and you withdraw that consent;
- You object to processing (see below), and there are no overriding legitimate grounds for continued processing;
- The data was unlawfully processed;
- We are required by law to erase the data.

To request erasure, complete a Data Erasure Form. We will assess each request, but please note that we may still process your data if there is a lawful reason to do so. If we continue processing, we will inform you of the reason.

If we have shared your data with third parties, we will inform them of its erasure where possible.

F) THE RIGHT TO RESTRICTION OF PROCESSING

You have the right to restrict how we process your data in certain situations:

- If you contest the accuracy of the data, while we verify it;
- If the processing is unlawful, but you prefer restriction over deletion;
- If we no longer need the data, but you require it for legal purposes;
- If you object to our legitimate interests, pending an assessment of whether we can continue processing.

To request restriction, complete a Data Restriction Form. Where applicable, we will notify third parties of the restriction. We will also inform you before lifting any restrictions.

G) THE RIGHT TO DATA PORTABILITY

Where applicable, you have the right to receive your personal data in a structured, commonly used format and transfer it to another party. This applies only to data that:

- You provided to us;
- Is processed with your consent or under a contract;
- Is processed by automated means.

If you wish to exercise this right, please contact your manager or our data protection officer. We will respond within one month unless the request is complex, in which case we may extend the period.

This right differs from a Subject Access Request, which grants broader access to personal data but does not require data to be transferred to another party.

H) THE RIGHT TO OBJECT

You can object to our processing of your data in certain circumstances, including when processing is based on:

- Our legitimate interests;
- A task carried out in the public interest;
- The exercise of official authority;
- Profiling activities.

If you wish to object, please complete a Data Objection Form.

We may continue processing your data despite an objection if:

- We can demonstrate compelling legitimate reasons for processing that outweigh your rights;
- The processing is necessary for legal claims.

If we reject your objection, we will explain our reasons.

I) THE DATA WE COLLECT

We may collect and process the following personal data:

- Name, job title company name
- E-mail address and telephone number

- Inquiry and correspondence details
- Training records and attendance information
- Contractual and billing information
- Website usage data (via cookies)

J) LEGAL BASIS FOR PROCESSING

We process data under the following lawful bases:

- Performance of a contract
- Legal Obligation
- Legitimate Interest
- Consent (where required)

K) CONTACT INFORMATION

If you have any questions about your data rights or wish to exercise any of the rights outlined in this policy, please contact:

Data Protection Officer:

Priestman Associates LLP

1 Irwin Drive, Nottingham, NG6 7BJ

office@priestmanweb.com 01159751880

If you are unsatisfied with our response, you have the right to lodge a complaint with the Information Commissioner's Office (ICO) at www.ico.org.uk.