Privacy Policy & Notice

About this Policy

This privacy policy and general privacy notice applies to Underwood Consulting. We at Underwood Consulting take your privacy seriously. and this policy and notice has been drafted in accordance with the requirements of the General Data Protection Regulations ("GDPR"), with the support of the legal team at www.legalo.co.uk.

This privacy notice explains how we look after your personal data (in all situations where we collect your data) and sets out your privacy rights and also explains how the law and our approach to privacy and personal data protects you.

This privacy notice supplements any other privacy notices that we may provide to you at the point that we collect data from you and should be read in conjunction with those notices.

Our status and details

For the purpose of the GDPR we are the data controller and any enquiry regarding the collection or processing of your data should be addressed to our Privacy Manager using the contact details below:

Name or title: Gemma Underwood

Email address: gemma@underwoodconsulting.co.uk

By using the Website you consent to this policy. We are registered with the Information Commissioner's Office for this purpose.

Information we collect

We will collect, process and store personal data only if it is directly provided to us by you. You may do this in your capacity as the user of this Website, by enquiring in relation to our goods or services, becoming a customer or supplier, or potential supplier.

Personal information covers any information which relates to you as an identifiable person. Below are examples of the type of data that this may include:

(a) **Identity Data** including forenames, last name, maiden name, date of birth, gender, marital status, and username or similar identifier.

(b) **Contact Data** may include invoicing; purchase order; home or work address, email address and telephone numbers, personal or job title and position.

(c) **Financial Data** may include bank account and payment card details.

(d) **Special Category Data** for example health or medical data, details about your race, religion, sex and political opinions.

(e) **Transaction Data** may include payments made for products and services you have purchased from us, or in relation to payments that we have made to you.

(f) **Technical Data** may include 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 used to access this Website.

(g) **Profile and Usage Data** may include enquiries submitted by you, purchases information, feedback and survey responses, and how you use our website, products and services.

(h) **Marketing Data** may include details of any preference that you have advised us of in relation to marketing communications from us.

We may also collect non-personal data such as Aggregated Data which is data that may be obtained from your personal data, but which does not directly or indirectly identify you. This may include Usage Data detailing how you use our Website and the features and areas that you have interacted with.

How do we collect your personal data?

A range of different methods may be used to collect data which may include the following methods:

(a) **Direct interactions** with us in person, by post, phone, email or otherwise. You may give us your Identity, Contact and Financial Information.

(b) **Automated technologies or interactions** with our website, by using the web enquiry form, [or the shopping cart on this website]. You may give us Identity, Contact and Financial Information.

(c) **Third parties or publicly available sources** (third parties may be used in processing Identity, Contact and Financial categories of personal data).

Data accuracy

It is important that the data that we hold about you is accurate and up to date. In the event that your data changes please notify us so that we can update our records.

Use of your information

We may hold and process personal data that you provide to us in accordance with the GDPR.

The information that we collect and store relating to you is primarily used: