

Privacy Statement

In this Policy wherever you see the words 'we', 'us' or 'our', it refers to Genee Consulting Ltd.

When and how do we collect information from you?

We collect personal data as volunteered by you in the legitimate interests of contracting services when you email us. However, you can access our web site without disclosing any of your personal data.

We will also ask for consent for data processing where appropriate and will inform you of how we intend to manage it and what measures we will take to ensure its security.

We will not use this personal data for other purposes without asking your permission. We will not keep this information for longer than necessary. We will not use third parties to process your data. We will never sell your data to third parties.

Personal data that we collect by contracting services is stored until you ask us to delete it, which you can do by emailing <u>io@genee.org.uk</u>

Cookies

We use cookies to collect information. Cookies are small data files which are placed on your computer or other devices (such as smartphones or tablets) as you browse this website. They are used to 'remember' when your computer or device accesses our website.



Changes to This Privacy Policy

This Privacy Policy may change from time to time in line with legislation or industry developments. We will not explicitly inform you of these changes. Instead, we recommend that you check this page occasionally for any policy changes.

Your rights

Because Genee Consulting Ltd is based in the UK, <u>you have rights</u> over the data that we collect. You can:

- o ask for a copy of data we have collected about you
- o ask us to update that data
- ask us to delete it
- ask us to stop using it

If you ask for a copy of data we have about you, we will usually provide it free of charge. You can ask us to send it directly to a third party. We have to provide it in a commonly-used machine-readable format.

Contact Us

If you have any questions or suggestions about our Privacy Policy, do not hesitate to contact us on jo@genee.org.uk

If you need to see the information we hold about you, please get in touch. We may need to withhold such information according to UK law.

Please tell us if you have concerns about how we collect, use or share data about you. You can also <u>raise your concerns</u> with the UK Information Commissioner's Office.

