

# Privacy Statement

## Introduction

This privacy statement details how we use information collected by our website: [smcpremier.co.uk](http://smcpremier.co.uk). This site is managed in accordance with the relevant data protection legislation in the UK. This statement will be regularly assessed against new technologies, business practices and our clients' needs. We reserve the right, at our discretion, to change, modify, add, or remove portions from this Privacy Statement at any time.

## Contact Details

The Data Controller is SMC Premier Group Limited.

Registered Office: Premier Court, 117-119a Stockport Road, Cheadle Heath, Stockport SK3 0JE

You can contact our Privacy Officer at the address above or by emailing [data@smcpremier.co.uk](mailto:data@smcpremier.co.uk)

## The Data We Collect

Whilst you use our website we may collect information that is personally identifiable. Please note that your use of our website signifies your understanding and acceptance of the terms of this Privacy Statement. We collect the following data:-

- Your IP address
- Technical information about your browser
- The pages you visit and your interests while on our site
- Your Contact details (such as name, postal or e-mail address, and phone number)
- Your professional information (such as job title, department and name of organization)
- Account and payment information
- Content you provide (such as job and education history, comments, responses to questions)
- Mobile device unique identifier
- Geo-location data
- Information about your use of our websites

## How We Use Your Data

*Communications with you for Services In Which You Expressed Interest* – We have a legitimate business interest to use the personal information we collect from you if you send an enquiry form, apply for employment or engage in a contractual business relationship with SMC Premier Group. Where we have relied on your consent, please tell us that you do not want us to use this information as a basis for further contact with you.

*Communications With You for Marketing & Updates/ Newsletter Purposes* - In order to keep you informed about our latest news and services, we may, subject to applicable law, send e-mails and marketing communications to the email address that you provided to us while registering on our website or requesting information from us. Please be aware that we do sometimes send marketing communications that promote a third party's products and services (for example, those of our business partners) as well as our own. If you elected to opt-in to any of our email lists, newsletters or other promotional offerings and later decide that you no longer wish to receive such newsletters or

promotional e-mail from us, you may unsubscribe by following the instructions contained in each email we send to you or use the opt-out procedure described below.

*Other Uses:*

- To help us understand how people use our website,
- To help our service providers to diagnose and repair faults and help us detect and respond to criminal activity eg hacking
- Creating and managing any accounts you may have with us and respond to your enquiries.
- Evaluating your interest in employment and contacting you regarding possible employment with us.
- Operating, evaluating, and improving our business including our marketing, developing new products and services or managing our communications.
- Anonymizing personal information and preparing and furnishing aggregated data reports showing anonymized information.
- Enforcing our Terms and Conditions or other legal rights.
- As may be required by applicable laws and regulations.

Information Provided to Us About You by Third Parties

*Third-Party Links:* When using our website, you may click certain links that will enable you to link through to a partner or other business' website. Some of these partners may share certain information that you provide to them with us. By clicking on and through to a link on our website, you agree to allow us to receive and use any information (except for credit card information) that you may provide to our partners, under the same terms and conditions as if you provided your information directly to us. We are not, however, responsible for any other web site, or their respective Privacy Statement.

*Third Party Usage:* You may also separately share your information with other Web sites or entities, such as those that create professional marketing lists, to receive special offers and promotions from their affiliates. These Web sites or entities may agree to share your information with us. Whether any third party actually shares your information with us and to what extent they do share your information with us will depend on their agreement with us and their respective privacy policies. In any case, SMC Premier Group is not responsible for, and will assume no liability if a partner or other Web site or entity collects, uses or shares, any information about you in violation of its own Privacy Statement, or applicable law.

*Marketing Data:* We may purchase marketing data from third parties and add it to our existing user database to better target our advertising and to provide pertinent offers in which we think you would be interested. We may also associate this marketing data to the personally identifiable information that you provide to us.

Data Sharing

We may share your information with other companies in line with the purposes listed above. In all cases, we have contracts and agreements in place to ensure that your information is protected and is not used for any other purpose than those listed above.

Companies that we may share information with are:



- Other companies within our group where applicable
- Companies involved with the design, hosting & maintenance of our website and IT systems
- Companies providing us with marketing services
- Companies involved in fulfilling your order if applicable

### International Transfers

We do not envisage any data to be transferred outside of the EEA, however, in any case where information would be transferred outside of the EEA, we ensure that appropriate safeguards are in place to protect your information to the same or an equivalent level as would be found in UK data protection legislation.

### Data Retention

In accord with relevant data protection legislation, we will not retain your information for longer than is necessary for the purposes listed above and to deal with any complaint or dispute you may have. If you require further information about our information retention policies, please contact us.

### Data Security

We endeavour to protect the security of your personal information and your choices for its intended use. We store your personal information on a secure server, and use procedures designed to protect the personal information we collect from unauthorized access, destruction, use, modification, or disclosure. Although we will take (and require our third-party providers to take) commercially reasonable security precautions regarding your personal information collected from and stored on our website, due to the open nature of the Internet, we cannot guarantee that any of your personal information stored on our servers, or transmitted to or from a user, will be free from unauthorised access, and we disclaim any liability for any theft or loss of, unauthorised access or damage to, or interception of any data or communications. By using our website, you acknowledge that you understand and agree to assume these risks.

### Your rights Under UK data protection legislation

Your data protection rights under current legislation are:

- The right to be informed about the information we hold about you
- The right of access to the information we hold about you
- The right to have any errors rectified
- The right to withdraw consent (where consent is the basis of processing)
- The right to object to processing

If you have any questions about the information we hold, how we use it or how to exercise these rights, please contact us using the contact details above. You can also use the opt-out facilities provided in our marketing emails to change your preferences at any time.

### Complaints

If you have any cause for complaint about the way we care for your information, please do contact us and we will do our utmost to resolve the situation for you. You also have the right to complain directly to the Information Commissioner's Office. You can contact them through their website <https://ico.org.uk/concerns/> or by calling their helpline on 0303 123 1113.