

## PRIVACY NOTICE

### (Prospective Customer Employees)

At Incremental Solutions Limited we are committed to protecting your privacy. This policy applies when we are acting as a controller of personal data, i.e. where we have determined the purposes and means of the processing of that personal data. It applies to employees of organisations with which we are seeking to establish a business relationship.

We will process your personal data for the purpose of communication with your employer. The legal basis for this processing is that it is necessary to achieve our legitimate interest, namely providing information on our products or services that may be of value and establishing a business relationship with your employer.

We will retain all personal data we have obtained relating to you for a maximum of 5 years to fulfil the purposes for which we collected it, including for the purposes of satisfying any legal, accounting or reporting requirements.

We will share your personal data with our suppliers only to the extent that the disclosure is reasonably necessary for the purposes of seeking to establish a business relationship with your employer and enhancing the relevance of any any communications we have with you and/or your employer. In accordance with Data Protection Law, some of our processing activity is carried out by third parties, such as IT systems, web developers or cloud storage providers. This is always subject to contractual assurances that personal data will be kept securely and only in accordance with the school's specific directions. We may use some products or services (or parts of them) that may be hosted/stored on the cloud or servers operated outside the European Economic Area ("EEA"). Where this is the case, we will take steps to ensure that those providers use the necessary level of protection for the data we hold. Our service providers operate data protection measures at standards which are compliant with the requirements of and standards expected under UK GDPR.

As you are providing us with your personal data, it is important to us that you are aware of the following rights that you have in relation to our processing of that personal data.

- You can be provided with a copy of any personal data concerning you that we process, unless that would affect the rights and freedoms of others. You can also be provided with information on how that personal data is processed by us.
- You can have us rectify any personal data of yours that we hold that is inaccurate or incomplete. In certain circumstances, you can also ask us to erase or restrict the use of any of your personal data that we process.
- **You can object at any time to our processing of your personal data on grounds related to your particular situation.**
- **You can object at any time to our processing of your personal data for direct marketing purposes.**

You can exercise any of the rights listed above by contacting us using the details at the bottom of this notice. An individual can also make a referral to or lodge a complaint with the Information Commissioner's Office (ICO), although the ICO recommends that steps are taken to resolve the matter with the company before involving the regulator. <https://ico.org.uk/make-a-complaint/>

Incremental Solutions Limited is incorporated and registered in England and Wales with company number 9268924 and whose registered office is at York Science Park, Innovation Centre, Innovation Way, York, YO10 5DG.

Our Information Security Manager is Ed Patmore: [Edward.patmore@incrementalsolutions.co.uk](mailto:Edward.patmore@incrementalsolutions.co.uk) Our Data Query Form can be found here, and can be used for all queries relating to your personal data (except subject access requests): <https://forms.office.com/r/bBMbrbctkL>

Our Subject Access Request Form is here, and can be used to request information about what data we hold on you: <https://forms.office.com/r/CUQNaEETkv>