

Data privacy policy

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List of contents

1	Introduction	3
1.1	About this document	3
1.2	What information do we collect?	3
1.3	How we use information	3
1.4	How we secure, store and retain your data	3
1.5	How you can access, update or delete your data	4
1.6	Transfer of personal data abroad	4
1.7	Third parties	4
1.8	Contacting us	4

1 Introduction

1.1 About this document

1.1.1 UTMC Ltd collects and uses your personal data only as it might be needed for us to deliver to you our products and services.

1.1.2 Our privacy policy is intended to describe to you how and what data we collect, and how and why we use your data. It also describes options for you to access, update or otherwise take control of your personal data.

1.2 What information do we collect?

1.2.1 Any personal data we hold on you has been obtained by one of the following means:

- Provided directly to us when you have contacted us to make an enquiry, requested news emails or other information from us, or participated in activities that we have led (for example workshops).
- Provided by a third party (for example, by a shared acquaintance who suggested you as a relevant contact).

1.2.2 This personal data will generally be limited to contact information such as email address, postal address and telephone number. Occasionally we may hold additional information necessary for our services (for example, disability or dietary requirement information if you are attending an event that we are responsible for).

1.2.3 We will never seek personal information from a third party other than the minimum required to contact you.

1.3 How we use information

1.3.1 We believe in both minimising the data that we collect and limiting its use and purpose to only that:

- for which we have been given permission
- as necessary to deliver the services we provide to you, or
- as we might be required or permitted for legal compliance or other lawful purposes.

1.3.2 Personal information may be held in communications software (eg emails) or office software files (eg spreadsheets). Access will be open to UTMC officers and those acting on their behalf, but not beyond. We will not share your contact details without your express permission.

1.4 How we secure, store and retain your data

1.4.1 We follow accepted standards to store and protect the personal data we collect, both during transmission and once received and stored. We retain personal data only for as long as necessary to provide the services you have requested and thereafter for legitimate legal or business purposes. These might include retention periods mandated by law, contract or similar

obligations applicable to our business operations; or needed to maintain adequate and accurate business and financial records.

1.5 How you can access, update or delete your data

- 1.5.1 If you make a request to delete your personal data and that data is necessary for the products or services you have requested or purchased, the request will be honoured only to the extent that it is no longer necessary for any services purchased, or required, for our legitimate business purposes or legal or contractual record keeping requirements.
- 1.5.2 If you believe that anyone has provided us inappropriately with your personal information and you would like to request that it be removed from our database, please let us know.

1.6 Transfer of personal data abroad

- 1.6.1 If you use our services from a country other than the UK, your communications with us may result in transferring your personal data across international borders.

1.7 Third parties

- 1.7.1 It is your responsibility to ensure that you are aware of, and accept, any data handling by third parties that you choose to contact as a result of your interaction with us. Similarly, our website and communications may contain links to third-party websites; we are not responsible for the privacy practices or the content of third-party sites.
- 1.7.2 Changes in our privacy policy. We reserve the right to modify this privacy policy at any time. If we decide to change our privacy policy, we will post those changes on our website, so that you are aware of what information we collect, how we use it, and under what circumstances, if any, we disclose it. If we make material changes to this privacy policy, we will notify you at least 30 days prior to the implementation of the changes.

1.8 Contacting us

- 1.8.1 If you have any questions, concerns or complaints about our privacy policy, our practices or services, you can contact us by email, post or telephone. Please mark communications for the attention of our Data Protection Officer (DPO).