

Chemical Compliance Advisory Services Privacy Notice

Key details

- Approved on 23 May 2018
- Notice became operational on 23 May 2018
- Next review date: 22 May 2019

Chemical Compliance Advisory Services take your privacy seriously. This Privacy Notice explains in detail the types of personal data we may collect about you when you interact with us. It also explains how we'll use it, how we'll store and handle that data, and how we keep it safe.

We reserve the right to amend this Privacy Notice from time to time, without prior notice. Our website, www.chemadvisory.com will always display the most up to date Privacy Notice.

Who We Are

We are Chemical Compliance Advisory Services, known in short as CAS. We can be contacted by email at info@chemadvisory.com. CAS is a Limited Company, registered in England & Wales, company number: 11191515, registered at 424 Margate Road Westwood, Ramsgate, Kent, England, CT12 6SJ.

Chemical Compliance Advisory Services provide advice, support and training to the chemical industry. Individuals can subscribe to our mailing list through our website. We will then occasionally send news, Newsletters and other information related to chemical safety, etc. to the registered email addresses.

CAS' Lawful Bases For Processing Data

We have determined that CAS' Lawful Bases, under the General Data Protection Regulations (GDPR) is as follows:

Consent: we collect your personal data, with your consent, when you subscribe to our mailing list in order to receive news, newsletters, ad-hoc mailings, etc.

Why Do We Collect, Store and Process Data?

The data we collect is kept to an absolute minimum to allow CAS to:

- send CAS subscribers important news related to the chemical industry or any other item of information that CAS believes will be of interest subscribers;
- send CAS subscribers our newsletter;

What Data Do We Collect, Store and Process?

CAS collects, processes and stores data provided to it by you.

For subscribers to our mailing list we collect personal / company information including your name, organisation name, email addresses, postal address, telephone number and website address.



How Do We Collect Data and Where Is It Stored?

We collect your data via a web-based form, containing specific fields of information. To do this we use a proprietary “cloud-based” system.

Who Has Access To The Data?

Your data is only accessible by the Director of CAS and CAS’ contracted website manager (our “Processor”).

Will The Data Be Shared With Any Third Parties?

Your data is never shared with any other organisation.

How Long Do We Keep The Data?

Your data is kept in our mailing system as long as you wish to receive news, newsletters, etc.

Is The Data Secure?

We are committed to ensuring that your information is secure. In order to prevent unauthorised access or disclosure, we have put in place suitable physical, electronic and managerial procedures to safeguard and secure the information we collect online. We secure access to all data entry forms using “https” technology. Access to your data is password protected and restricted as discussed above.

Your Rights

Under Data Protection Laws you have the following rights. You can contact us to exercise these rights at any time by contacting Chemical Compliance Advisory Services by email to: info@chemadvisory.com.

- **Information** about your personal data, how we collect, store and process it. This Privacy Notice provides you with that information;
- **Access** to the personal data we hold about you, free of charge in most cases. Subscribers to the CAS mailing list can access and edit their personal data directly. All emails sent to subscribers has an option, in the email’s footer, to view and update their profile data. Selecting the link on the email takes them to their personal data, which they can edit and save.
- **Correction** of your personal data when incorrect, out of date or incomplete. As stated above, you can access, view and edit the information we store. You can make a request to us to correct any of the data we hold on you.
- **Erasure** of all your personal data. All emails sent to members and non-members have an option allowing you to request that all your stored data is deleted. You do not have to provide us with a reason. Our systems have features which allows us to delete your data completely and upon successful deletion, we would confirm this to you by email.
- **Restricting processing:** you may, under certain circumstances, request that we Restrict Processing your data. We have systems in place to temporarily or permanently restrict processing (including removing you from receiving any emails from us.

CHEMICAL COMPLIANCE ADVISORY SERVICES

- **Copy of your data:** you have the right to ask us for a copy of all the data we store on you and we will provide it in a suitable format, usually by email. You can check it and request us to update any data that needs amendment.
- **Object** to your data being used for direct marketing. We have the facility not to use your email address for sending out information about forthcoming events, etc. You also have direct control over this by clicking on the “unsubscribe” option that exists on all marketing-type emails sent by us.

How To Make A Complaint

If you feel that your data has not been handled correctly, or you are unhappy with our response to any requests you have made to us regarding the use of your personal data, you have the right to lodge a complaint with the UK Information Commissioner’s Office:

- tel: 0303 123 1113.
- www.ico.org.uk/concerns (opens in a new window; please note we can't be responsible for the content of external websites)