



# PRIVACY POLICY

*for Panoramic Associates*

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## PRIVACY STATEMENT *for Panoramic Associates Events*

### Privacy Statement Summary:

Who will use my data?	Precision Resource Group Limited t/a Panoramic Associates
What for?	We will store and process your data in order to allow us to provide event details to you and to make arrangements with you.
What will happen if I contact you?	If you contact us about an event we will use your information to send you the information that you have requested, confirmation of the arrangements of each event, and reminders nearer the time. We may also send you information about other services that iO offers, including potential job opportunities that we think may be of interest to you.
What data will be stored?	We will store your personal details such as your name, email address, mobile telephone number, job title and current employer.
What data will be shared?	We will only share any data that is particularly relevant to our process in order to provide the services that we offer. We will only share information with the third parties detailed in this policy.
How long?	Your data will be stored only for 6 years following the last contact we have with you, after which time your data will be deleted.
Who can access my data?	We will never sell, share, or otherwise distribute your data to any other third party other than as described here. We will share your information with any regulator or legal body that requests it.
How is my data kept secure?	We will store your data on secure UK based servers which will be processed in the UK. We use industry standard security protocols/technology to secure data.

## About This Privacy Policy

This policy sets out how we will use and share the information that you give us. This policy describes your relationship with Precision Resource Group.

The Data Protection Act 2018 (“the Act”) describes how organisations must collect, handle, process, and store personal information.

These rules apply regardless of whether data is stored electronically, on paper or on other materials. To comply with the law, personal information must be collected and used fairly, stored safely and not disclosed unlawfully. The Act is underpinned by eight important principals. It says that personal data must:

- Be processed fairly and lawfully.
- Be obtained only for specific, lawful purposes.
- Be adequate, relevant, and not excessive.
- Be accurate and kept up to date.
- Not be held for any longer than is necessary.
- Processed in accordance with the rights of the data subjects.
- Be protected in appropriate ways.
- Not be transferred outside the European Economic Area unless that country or territory also ensures an adequate level of protection.

We take these responsibilities seriously, and this document describes our approach to data protection. This policy helps to protect us from data security risks, including:

- Breaches of confidentiality. For instance, information being given out inappropriately.
- Failing to offer choice. For instance, all individuals should be free to choose how the company uses data relating to them.
- Reputational damage. For instance, the company could suffer if hackers successfully gained access to sensitive data.

## Who We Are And How To Contact Us

Panoramic Associates is a trading name of Precision Resource Group Limited which is registered in United Kingdom and is registered with the Information Commissioner's Office. The Data Protection Officer is Louise Leyden-Ahmed. You can contact us in any of the following ways:

Email: [info@precisionresourcegroup.co.uk](mailto:info@precisionresourcegroup.co.uk)

Phone: 0117 332 8080

Website: <https://precisionresourcegroup.co.uk/>

Post: St. Bartholomews House, Lewins Mead, Bristol, BS1 2NH

## Who this privacy policy applies to

Panoramic Associates is a recruitment company which arranges events. This policy relates to attendees of our events. Processing of your data is required in order to offer you the opportunity to attend our events. This policy applies to individuals who have shared their data with Precision Resource Group.

It applies to all data that the company holds relating to identifiable individuals, even if that information technically falls outside of the Act. This can include:

- Names of Individuals
- Postal addresses
- Email Addresses
- Telephone numbers

## What this policy applies to

This section describes the lawful basis for processing your data and applies to the information about yourself that you choose to provide us with or that you allow us to collect.

This includes:

- The Information you provide when you contact us.
- When you contact us in order to discuss attending our events.

- Information we collect about how you use the website.
- Information relating to products and services we offer to you.
- Information that is given and stored as part of our ongoing relationship.

We do not collect or process sensitive data about you.

## How your information will be used

We will only use your personal data for the purposes for which we collected it and as you would reasonably expect your data to be processed; and only where there is a lawful basis for such processing, for example:

Purpose/Activity	Type of data	Lawful basis for processing
To register you as an attendee of an event.	(a) Identity (b) Contact (c) Current job role	Performance of a service to you
To manage our ongoing relationship with you which will include notifying you about changes, or privacy policy, to maintain our records, or to offer you job opportunities	(a) Identity (b) Contact (c) Profile (d) Marketing and Communications	(a) Performance of a service to you (b) Necessary to comply with a legal obligation (c) Necessary for our legitimate interests to keep our records updated
To administer and protect our business and our site (including troubleshooting, data analysis, testing, system maintenance, support, reporting and hosting of data)	(a) Identity (b) Contact (c) Technical	(a) Necessary for our legitimate interests for running our business, provision of administration and IT services, network security, to prevent fraud and in the context of a business reorganisation or group restructuring exercise (b) Necessary to comply with a legal obligation
To deliver relevant content and advertisements to you and	(a) Identity (b) Contact (c) Profile	Necessary for our legitimate interests to study how customers use our products/services, to develop them, to

measure and understand the effectiveness of our advertising	(d) Usage (e) Marketing and Communications (f) Technical	grow our business and to inform our marketing strategy
To use data analytics to improve our website, products/services, marketing, customer relationships and experiences	(a) Technical (b) Usage	Necessary for our legitimate interests to define types of customers for our products and services, to keep our site updated and relevant, to develop our business and to inform our marketing strategy
To make suggestions and recommendations to you about services that may be of interest to you	(a) Identity (b) Contact (c) Technical (d) Usage (e) Profile	Necessary for our legitimate interests to develop our products/services and grow our business

We may collect and process information about you, including your name, date of birth, address, contact details (including email address and mobile phone number), employment details, and other data collected as part of any subsequent application for employment. We may take personal information from:

- Information that you provide to us when registering with our website (including your email address).
- Information that you provide when completing any subsequent application (including your name, gender, date of birth and any educational details and employment details you provide).
- Information that you provide to us when signing up to any lists to receive correspondence from us.
- Information relating to any vacancies, jobs, or employment you accept.



Personal data we receive will be used for the purposes it was provided, including:

- To arrange events.
- To respond to queries from you regarding vacancies and employment.
- To manage and administer the relationships between you and us.
- To notify you about changes to our services and to otherwise communicate with you - for example, we will use your contact details in order to respond to any queries that you submit to us.
- To obtain feedback from you regarding us.

In accordance with your preferences, we may also use your personal information to provide you with information about products, services, promotions and offers that may be of interest to you. We may use your personal information in order to ascertain the services, promotions and offers that are likely to be of particular interest to you. This document explains how you can change whether to receive this information. Please note that, even if you choose not to receive this information, we may still use your personal information to provide you with important services communications, including communications in relation to any purchases you make or services you use.

## **How to change your preferences**

We operate in line with the Act. We respect your rights and will respond to any request for access to personal information and requests to delete, rectify, transfer, data and to stop processing. We will also advise you on how to complain to the relevant authorities, namely the Information Commissioner's Office. Any requests or objections should be made in writing to the Data Protection Officer; or you can visit our website, call, or email us to contact us to change your preferences at any time.

## **Scope of Agreement**

By submitting your personal data on this site or as required for us to provide products and services to you, you are affirming your agreement for such information to be used in accordance with this privacy policy. You will be able to change your preferences at any time by the methods described as prescribed in this document.

We may from time to time use your information for marketing, account management or relationship management purposes. The main purpose of this is to provide you with information about services which we think may be of interest to you and/or to maintain any existing relationship we may have with you.

### **Opting out at a later date**

Where you give your consent for us to process your data, for example when you agree to us sending you marketing information, you can contact us to amend or withdraw your consent at any time. You can also choose to object to processing and request deletion of your data.

We respect all user rights as defined in the Act. If you have any comments or wish to complain please contact us.

### **How we store and process your data**

Your data will be collected stored and processed in the UK only, we do not transfer your data outside the EU. Your data will be stored for up to 7 years to ensure we have records of services provided, and other interactions we have with you.

We will only use your personal data for the purposes for which we collected it, unless we reasonably consider that we need to use it for another reason and that reason is compatible with the original purpose. If you wish to find out more about how the processing for the new purpose is compatible with the original purpose, please email us. If we need to use your personal data for a purpose unrelated to the purpose for which we collected the data, we will notify you and we will explain the legal ground of processing.

We may be legally obliged to disclose your personal information without your knowledge to the extent that we are required to do so by law; in connection with any ongoing or prospective legal proceedings; in order to establish, exercise or defend our legal rights (including providing information to others for the purposes of fraud prevention and reducing credit risk); to any person who we reasonably believe may apply to a court or other competent authority for disclosure of that personal information where, in our reasonable opinion, such court or authority would be reasonably likely to order disclosure of that personal information.



You will only receive marketing communications from us if you have:

- Requested information about events from us.
- If you provided us with your details and ticked the box at the point of entry of your details for us to send you marketing communications
- You have not opted out of receiving marketing.

We will get your express opt-in consent before we share your personal data with any third party for marketing purposes.

## **Our Obligations**

We are a data controller. In relation to the information that you provide to us, we are legally responsible for how that information is handled. We will comply with the Act in the way we use and share your personal data. This means that we will only use your personal data:

- Fairly and lawfully
- As set out in the legislation and this policy
- To the extent necessary for these purposes
- We will take steps to ensure your data is accurate and rectify data as necessary.

Under certain circumstances, you have rights under the Act in relation to your personal data. These include the right to:

- Request access to your personal data.
- Request correction of your personal data.
- Request erasure of your personal data.
- Object to processing of your personal data.
- Request restriction of processing your personal data.
- Request transfer of your personal data.
- Right to withdraw consent.

You can see more about these rights at: <https://ico.org.uk/for-organisations/uk-gdpr-guidance-and-resources/individual-rights/>

You will not have to pay a fee to access your personal data (or to exercise any of the other rights). However, we may charge a reasonable fee if your request is clearly unfounded, repetitive, or excessive. Alternatively, we may refuse to comply with your request in these circumstances.

We may need to request specific information from you to help us confirm your identity and ensure your right to access your personal data (or to exercise any of your other rights). This is a security measure to ensure that personal data is not disclosed to any person who has no right to receive it. We may also contact you to ask you for further information in relation to your request to speed up our response. We try to respond to all legitimate requests within one month. Occasionally it may take us longer than a month if your request is particularly complex or you have made a number of requests. In this case, we will notify you and keep you updated.

## Third Parties

We may have to share your personal data with the parties set out below for the purposes described in this document:

- Service providers who provide IT and system administration services.
- Professional advisers including lawyers, bankers, auditors, and insurers who provide consultancy, credit scoring, banking, legal, fraud protection, insurance, and accounting services.
- HM Revenue & Customs, regulators and other authorities based in the United Kingdom and other relevant jurisdictions who require reporting of processing activities in certain circumstances.
- Speakers at, or sponsors of, an event.

We require all third parties to whom we transfer your data to respect the security of your personal data and to treat it in accordance with the law. We only allow such third parties to process your personal data for specified purposes and in accordance with our instructions.

## Security

We have put in place appropriate security measures to prevent your personal data from being accidentally lost, used, or accessed in an unauthorised way, altered, or disclosed. In addition, we limit access to your personal data to those employees, agents, contractors and other third parties who have a business need to know such data. They will only process your personal data on our instructions, and they are subject to a duty of confidentiality. We will report any breaches or potential breaches to the appropriate authorities within 24 hours and to anyone affected by a breach within 72 hours. If you have any queries or concerns about your data usage, please contact us.

This website may include links to third-party websites, plug-ins, and applications. Clicking on those links or enabling those connections may allow third parties to collect or share data about you. We do not control these third-party websites and are not responsible for their privacy statements. When you leave our website, we encourage you to read the privacy notice of every website you visit.

## Cookies

A cookie is a small file which asks permission to be placed on your computer's hard drive. Once you agree, the file is added, and the cookie helps analyse web traffic or lets you know when you visit a particular site. Cookies allow web applications to respond to you as an individual. The web application can tailor its operations to your needs, likes and dislikes by gathering and remembering information about your preferences. We use traffic log cookies to identify which pages are being used. This helps us analyse data about webpage traffic and improve our website in order to tailor it to customer needs. We only use this information for statistical analysis purposes and then the data is removed from the system.

Overall, cookies help us provide you with a better website by enabling us to monitor which pages you find useful and which you do not. A cookie in no way gives us access to your computer or any information about you, other than the data you choose to share with us.

You can choose to accept or decline cookies. Most web browsers automatically accept cookies, but you can usually modify your browser setting to decline cookies if you prefer. This may prevent you from taking full advantage of the website.

As well as your ability to accept or reject cookies, we also require your permission to store cookies on your machine, which is why when you visit our site, you are presented with the ability to accept our terms of use, including the storage of cookies on your machine. Should you not accept then you are free to leave our website, at any time.

## Legitimate Interests

Under the Act, we are also permitted to share some information with third parties who use such data for non-marketing purposes (including credit and risk assessment and management, identification and fraud prevention, debt collection and returning assets to you).

## Contacting us, exercising your information rights and Complaints

If you have any questions or comments about this Privacy Policy, you wish to exercise your information rights in connection with the personal data you have shared with us, or you wish to complain, please contact: Louise Leyden-Ahmed at Precision Resource Group. We will process SARs within 20 days, SAR responses are usually free, but we reserve the right to charge for excessive or unfounded requests. We fully comply with the Act and will assist in any investigation or request made by the appropriate authorities.

## Our EU Representative

Under Article 27 of the Act, we have appointed an EU Representative to act as our data protection agent. Our nominated EU Representative is:

*Instant EU THE ACT Representative Ltd*

*Adam Brogden*

*contact@theActlocal.com*

*Tel + 353 15 549 700*

*EU Dublin Address*

*INSTANT EU THE ACT REPRESENTATIVE LTD 69 Esker Woods Drive, Lucan Co. Dublin Ireland*

If you remain dissatisfied, then you have the right to apply directly to the Information Commissioner for a decision. The Information Commissioner can be contacted at:

Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF  
[www.ico.org.uk](http://www.ico.org.uk)