

The Safer Choice Ltd Privacy Policy

This privacy notice provides you with details of how we collect and process your personal data through your use of our site www.thesaferchoice.co.uk.

Our contact details:

Name: Bridget Leathley

E-mail: bridget@thesaferchoice.co.uk

The type of personal information we collect

If you complete the contact form or subscribe to the book club we collect and process the following information:

- Your name
- Your email address
- Any comments you provide
- Your willingness to hear from me regarding my book or other matters

In addition, we might also collect the following information:

Other contact data if you provide me with your postal address, company name, telephone numbers.

Financial data if you provide these in relation to a contract we later agree on, including any financial transactions we have.

How we get the personal information and why we have it

All the personal information we process is provided to us directly by you for one of the following reasons:

- You used the contact form on our website to send a message
- You subscribed to the book club via the website
- You sent information to us via email or on LinkedIn

We use the information that you have given us to respond to your query.

We may share this information with other individuals within The Safer Choice Ltd. The information will only be shared with third parties by agreement with you, for example for the purposes of administering IOSH courses, or if working with another consultancy to provide you with a product or service.

Under the UK General Data Protection Regulation (UK GDPR), the lawful bases we rely on for processing this information are:

- a) Your consent. You are able to remove your consent at any time. You can do this by contacting us by email as above.
- b) We have a contractual obligation.
- c) We have a legitimate interest.

Third-party links

This website includes links to third-party websites. Clicking on those links might 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.

How we store your personal information

Your information is securely stored.

We keep your personal data for as long as necessary to fulfil the purposes we collected it for, including for the purposes of satisfying any legal, accounting, or reporting requirements.

In some circumstances you can ask us to delete your data.

Your data protection rights

Under data protection law, you have rights including:

Your right of access - You have the right to ask us for copies of your personal information.

Your right to rectification - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

Your right to erasure - You have the right to ask us to erase your personal information in certain circumstances.

Your right to restriction of processing - You have the right to ask us to restrict the processing of your personal information in certain circumstances.

Your right to object to processing - You have the the right to object to the processing of your personal information in certain circumstances.

Your right to data portability - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your 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 try to respond to all legitimate requests within one month. It might take us longer than one month if your request is complex or you have made more than one request. In this case, we will notify you and keep you updated.

Please contact us at bridget@thesaferchoice.co.uk if you wish to make a request.

Cookie policy

A cookie is a piece of data from a website that is stored within a web browser that the website can retrieve at a later time. Cookies are used to tell the server

that users have returned to a particular website. When users return to a website, a cookie provides information and allows the site to display selected settings and targeted content.

Our website only uses cookies that are required for functional purposes. We do not use any tracking or marketing cookies, or any third-party cookies.

However, this website includes links to third-party websites. Those third-party websites may use tracking or marketing cookies and you should read the information relevant to use of such cookies on the third-party website.

How to complain

If you have any concerns about our use of your personal information, you can make a complaint to us at bridget@thesaferchoice.co.uk.

You can also complain to the ICO if you are unhappy with how we have used your data.

The ICO's address:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Helpline number: 0303 123 1113

ICO website: www.ico.org.uk