



## **General**

### **Privacy Policy – Pleiades Global Limited**

Pleiades Global Ltd (“PGL”, “We”, “the Company”) (Registered in England and Wales, registration number 0748180) are committed to protecting and respecting the privacy of our trainees, clients and users of our website and other services. We will ensure that the information you submit to us via our website, email, or written is only used for the purposes set out in this policy.

PGL provides engineering consultancy services and engineering training courses.

This policy sets out the basis on which any personal data we collect from you, or that you provide to us, will be processed by us as part of this programme. Please read the following carefully to understand our views and practices regarding your personal data and how we will treat it.

We are registered with the Information Commissioner’s Office for data protection purposes under reference number [To be confirmed].

### **Collection and use of personal data<sup>[SEP]</sup> Purpose of processing and legal basis**

We will collect your personal data (name, email address, phone number and country of residence) and will process your personal data for the purposes of sending you details regarding the services you have requested information for or for other services which may be of legitimate relevant interest. This includes for example, contacting you about your selection / enquiry, informing you of upcoming sessions/events and any other activity related to the programme or its management.

If you have opted-in, we may also send you marketing information and news via email/text. You can opt-out from receiving these at any time by clicking “unsubscribe” when you receive these communications from us.



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We must have a legal basis to process your personal data. The legal bases we rely upon to offer our services to you are:

- Your consent <sup>[[[</sup><sub>SEP]</sub>
- Where we have a <sup>[[[</sup><sub>SEP]</sub> **Legitimate interest** <sup>[[[</sup><sub>SEP]</sub> This is where the Company has a legitimate reason to process your data provided it is reasonable and does not go against what you would reasonably expect from us. Where the Company has relied on a legitimate interest to process your personal data our legitimate interests is/are as follows: <sup>[[[</sup><sub>SEP]</sub>
- Providing suitable matches for you; <sup>[[[</sup><sub>SEP]</sub>
- Managing our database and keeping profile records up to date; <sup>[[[</sup><sub>SEP]</sub>
- Contacting you to seek your consent where we need it; <sup>[[[</sup><sub>SEP]</sub>
- Trend analysis for focusing our marketing to specific geographical regions

### **Recipient/s of data**

The Company will process your personal data and/or sensitive personal data with the following recipients:

None (your data will not be shared with any other party)

### **Data retention**

The Company will retain your personal data only for as long as is necessary for the purpose we collect it.

### **Your rights**



Please be aware that you have the following data protection rights:

- The right to be informed about the personal data the Company processes on you; [L] [SEP]
- The right of access to the personal data the Company processes on you; [L] [SEP]
- The right to rectification of your personal data; [L] [SEP]
- The right to erasure of your personal data in certain circumstances; [L] [SEP]
- The right to restrict processing of your personal data; [L] [SEP]
- The right to data portability in certain circumstances; [L] [SEP]
- The right to object to the processing of your personal data that was based on a public [L] [SEP] or legitimate interest; [L] [SEP]
- The right not to be subjected to automated decision making and profiling; and [L] [SEP]
- The right to withdraw consent at any time. [L] [SEP]

Where you have consented to the Company processing your personal data and/or sensitive [L] [SEP] personal data, you have the right to withdraw that consent at any time by contacting [Mohammad Moonis, Pleiades Global Ltd, Data Protection Officer, 1 Kenya Road, Portchester, PO16 9AL] or by email at [info@PGLtd.co.uk](mailto:info@PGLtd.co.uk). Please note that if you withdraw your consent to further processing that does not affect any processing done prior to the withdrawal of that consent, or which is done according to another legal basis.

If you believe that any of your data that the Company processes is incorrect or incomplete, please contact us using the details above and we will take reasonable steps to check its accuracy and correct it where necessary.

You can also contact us using the above details if you want us to restrict the type or amount of data we process for you, access your personal data or exercise any of the other



rights listed above.

### **Data Security**

The Company takes every precaution to protect our users' information. Such as the use of Firewalls, limited access, password, protected software, locked storage cabinets.

Only employees who need the information to perform a specific job (for example, consultants, our accounts clerk and operations teams and marketing team) are granted access to your information.

From time to time, we will have third parties who perform functions on our behalf and who also provide services to us, such as professional advisors, IT consultants carrying out testing and development work on our business technology systems and research who may have access to our database if this is necessary for the work involved. These third parties will comply with similar undertakings of privacy and confidentiality as the Company.

The Company uses all reasonable efforts to safeguard your personal information. However, you should be aware that the use of email/ the Internet is not entirely secure and for this reason the Company cannot guarantee the security or integrity of any personal information which is transferred from you or to you via email/ the Internet.

If you share a device with others we recommend that you do not select the “remember my details” function when that option is offered.

### **Changes to this privacy statement**

This privacy policy may be changed by the Company at any time. If we change our privacy policy in the future, we will advise you of changes or updates to our privacy policy by a prominent notice on our website or by contacting you directly. Continued participation in the programme after such changes will constitute your acceptance of such changes.

### **Equal Opportunities and Diversity Monitoring**



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PGL is an equal opportunities employer and a company committed to diversity. This means that all job applicants and members of staff will receive equal treatment and that we will not discriminate on grounds of gender, marital status, race, ethnic origin, colour, nationality, national origin, disability, sexual orientation, religion or age.

We collect data for diversity monitoring as part of our outreach monitoring. It will assist the Company in assessing the diversity of the programme and identify any improvements for future programmes. The data from these questions (if asked) will be treated with utmost confidence and will be stored separately. This data will solely be used to provide statistics for monitoring purposes. All such information will be used on an anonymised basis. Please note that whether you provide this information or not, this will not have an impact on the level of service offered.

### **Complaints or queries**

If you wish to complain about this privacy policy or any of the procedures set out in it please contact:

Mohammad Moonis, Pleiades Global Ltd, Data Protection Officer, 1 Kenya Road, Portchester, PO16 9AL] or by email at [info@PGLtd.co.uk](mailto:info@PGLtd.co.uk).

You also have the right to raise concerns with Information Commissioner's Office on 0303 123 1113 or at <https://ico.org.uk/concerns/>, or any other relevant supervisory authority should your personal data be processed outside of the UK, if you believe that your data protection rights have not been adhered to.