

PRIVACY NOTICE

1. Company

This notice is issued by Spicer Consulting Ltd, Eden Laboratory, Broadmead Road, Stewartby, MK43 9ND, UK. It also applies to Algenuity, a division of Spicer Consulting.

2. How we obtain your data

- Most of the personal data we process is provided to us directly by you because you have made an enquiry, applied for a job, subscribed to our newsletter or are representing your organisation.
- We may also receive personal data indirectly if an existing contact refers us to you.
- We use Google Analytics to log the behaviour patterns of visitors to our web sites www.spicerconsulting.com and www.algenuity.com. We do not use this data to identify individual visitors.
- CCTV operates outside our building for security purposes.

3. How we use your data

We use personal data solely for the purpose of running the company, including fulfilling employment and contractual liabilities. We use the data only for the purpose for which we collected it. We do not perform automated decision-making or profiling.

4. Where we keep your data

Data is kept on our secure server. We also use third party data processors that provide services such as cloud storage or backup. We have contracts with these data processors. They will not share your personal data with any organisation apart from us. They hold it securely and retain it for the period we instruct.

5. Sharing your data

We will not share your data with anyone, except where we are legally required to do so. If we receive any other request to share your data, we will not do so without your written consent.

6. Data retention

We will not keep your data for longer than is necessary for the purpose for which it was collected.

7. Your rights

You may request to see any data we hold about you by using any of the above contact details. If there is a mistake in your data, we will correct it as soon as is practicable.