

Privacy Policy

This policy applies on and from 25 May 2018

How we use your personal information

Your information is held by Seratio Ltd this privacy policy is to let you know how we look after your information.

At Seratio Ltd we are committed to respecting and protecting your online privacy. This includes your right to know what we do with the personal information you share with us. It also guides our company's policies regarding the management of this data, including how the information is collected, processed, and for what purposes.

Seratio Ltd gives the commitment that we will use the personal data you provide only in ways that are compatible with the following Privacy Policy.

We will not pass on your data to a third party.

You can review and change your choices at any time.

Who we are

Your information is held by Seratio Limited, registered in England and Wales under Company number 09374731.

Our registered office address is: Bureau 112 Un Innovation Green Street, Northampton, Northamptonshire, NN1 1SY

If you have any queries or want more details about how we use your personal information, please contact us at dataprotectionoffice@cceq.org.uk

Please use these details to contact us about any of the topics set out in this Privacy Policy.

How the law protects you

We take seriously the protection of your privacy and confidentiality. We understand that all visitors to our website are entitled to know that their personal data will not be used for any purpose unintended by them and will not accidentally fall into the hands of a third party.

Data Protection law says that we are allowed to use personal information only if we have a proper reason to do so.

We undertake to preserve the confidentiality of all information you provide to us.

Our policy complies with UK law accordingly implemented, including that required by the EU General Data Protection Regulation (GDPR).

Collection of information

Every time you log on to our website your IP (Internet Protocol) address registers on our servers. Your IP address reveals no information other than the number assigned to you. We do not use this technology to get any personal data against your knowledge or free will (i.e., automatically recording e-mail addresses of visitors). Nor do we use it for any purpose other than to help us monitor traffic on our website, or (in case of criminal activity or misuse of our information) to cooperate with law enforcement.

Seratio Ltd is committed to safeguarding the privacy of your information. By 'your information' we mean any information about you that you provide to us.

The information we hold is given to us directly from you through your membership application on our website.

- Email address (mandatory)
- Title, Name, Position, Organisation, phone number (optional)

This data is used to keep you up to date with announcements about our organisation and newsletters.

You may unsubscribe at any time by following the instructions to unsubscribe in any of our email marketing communications.

We may use your data to:

- provide you with our services
- Email Marketing, we will use your email address to send you email marketing including our newsletter, and the SVIR Journal

We process this information on the basis you have given us permission to use your data as stated when you signed up for membership.

We shall continue to hold this information for 5 years unless you unsubscribe before the 5 years has passed. We will contact you and request your confirmation of your subscription to ensure that you are still happy to receive correspondence from us.

Sending a message to our support team

When you contact us, whether by telephone, through our website or by e-mail, we collect the data you have given to us to reply with the information you need.

We record your request and our reply to increase the efficiency of our organisation.

We use your data to respond to your request.

Use of information we collect through automated systems when you visit our website

Cookies

Cookies are small text files that are placed on your computer's hard drive by your web browser when you visit any website. They allow information gathered on one web page to be stored until it is needed for use on another, allowing a website to provide you with a personalised experience and the website owner with statistics about how you use the website so that it can be improved.

Some cookies may last for a defined period, such as one day or until you close your browser. Others last indefinitely.

Your web browser should allow you to delete any you choose. It also should allow you to prevent or limit their use.

Our website uses cookies. They are placed by software that operates on our servers, and by software operated by third parties whose services we use.

We use cookies in the following ways:

- to track how you use our website
- to record whether you have seen specific messages we display on our website
- to keep you signed in our site

[We provide more information about the cookies we use in our cookie policy].

Data may be processed outside the European Union

Our websites are hosted in by Digital ocean are a cloud server based in London, UK.

We have offices around the world, in countries outside the European Union.

Accordingly, data obtained within the UK or any other country could be processed outside the European Union.

We use the following safeguards with respect to data transferred outside the European Union:

- the processor is within the same corporate group as our business or organisation and abides by the same binding corporate rules regarding data processing.
- we comply with a code of conduct approved by a supervisory authority in the European Union, specifically that in the country of England.
- we are certified under an approved certification mechanism as provided for in the GDPR

Your Rights:

- The right to access the personal data that we hold about you.
- The right to make us correct any inaccurate personal data we hold about you
- The right to make us erase any personal data we hold about you. This right will only apply where for example:
 - We no longer need to use the personal data to achieve the purpose we collected it for
 - You withdraw your consent if we're using your personal data based on that consent
 - Where you object to the way we use your data, and there is no overriding legitimate interest
- The right to restrict our processing of the personal data we hold about you. This right will only apply where for example:
 - You dispute the accuracy of the personal data we hold
 - You would like your data erased, but we require to hold it in order to stop its processing
 - You have the right to require us to erase the personal data but would prefer that our processing is restricted instead
- Where we no longer need to use the personal data to achieve the purpose we collected it for, but you need the data for legal claims.

- The right to object to our processing of personal data we hold about you (including for the purposes of sending marketing materials to you).
- The right to receive personal data, which you have provided to us, in a structured, commonly used and machine-readable format. You also have the right to make us transfer this personal data to another organisation.
- The right to withdraw your consent, where we're relying on it to use your personal data (for example, to provide you with marketing information about our services or products).

Access to your personal information

To obtain a copy of any information that we hold, you may submit a Subject Access Request. All subject access requests should be made in writing and addressed to the Data Protection Office, Seratio Ltd.

Bureau 112, UN Innovation, Green Street, Northampton NN1 1SY

After receiving the request, we will tell you when we expect to provide you with the information, and whether we require any fee for providing it to you.

Verification of your information

When we receive any request to access, edit or delete personal identifiable information we shall first take reasonable steps to verify your identity before granting you access or otherwise taking any action. This is important to safeguard your information.

Use of site by children

We do not sell products or provide services for purchase by children, nor do we market to children.

If you are under 18, you may use our website only with consent from a parent or guardian

Encryption of data sent between us

All data is encrypted and stored in a secure server.

Contacts and Complaints

If you have any questions about our privacy policy, wish to exercise your rights, or have concerns with the way we handle your data, please contact us at dataprotectionoffice@cceg.org.uk

If a dispute is not settled, then we hope you will agree to attempt to resolve it by engaging in good faith with us in a process of mediation or arbitration.

If you are in any way dissatisfied about how we process your personal information, you have a right to lodge a complaint with the Information Commissioner's Office. This can be done at <https://ico.org.uk/concerns/>

Compliance with the law

Our privacy policy has been compiled so as to comply with the law of every country or legal jurisdiction in which we aim to do business. If you think it fails to satisfy the law of your jurisdiction, we should like to hear from you.

However, ultimately it is your choice as to whether you wish to use our website.

Review of this privacy policy

We may update this Privacy Policy from time to time as necessary. The terms that apply to you are those posted here on our website on the day you use our website. We advise you to print a copy for your records.

If you have any question regarding our privacy policy, please [contact us](#)