

ANDREW ODGERS CONSULTING LTD. PRIVACY POLICY

We respect your privacy and protect all your personal data we process. Personal data means any information capable of identifying an individual. It does not include anonymised data.

HOW WE COLLECT AND PROCESS YOUR PERSONAL DATA

We may collect data about you by you providing the data directly to us (for example by filling in forms on our site or by sending us emails) or from the organisation who have appointed us to run programmes on which you are a participant.

We may process the following categories of personal data about you:

- Communication Data that includes any communication that you send to us whether that be through the contact form on our website, through email, text, social media messaging, social media posting or any other communication that you send us. We process this data for the purposes of communicating with you, for record keeping and for the establishment, pursuance or defence of legal claims. Our lawful ground for this processing is our legitimate interests which in this case are to reply to communications sent to us, to keep records and to establish, pursue or defend legal claims.
- Customer Data that includes data relating to any purchases of goods and/or services such as your name, title, billing address, delivery address email address, phone number and contact details. We process this data to supply the goods and/or services you have purchased and to keep records of such transactions. Our lawful ground for this processing is the performance of a contract between you and us and/or taking steps at your request to enter into such a contract.

DISCLOSURES OF YOUR PERSONAL DATA

Your personal data is processed only by Andrew Odgers Consulting Ltd. and is not transferred to any third party. We may have to share your personal data with the parties set out below:

- Service providers who provide IT and system administration services
- Professional advisers including lawyers, bankers, auditors and insurers.

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.

We will keep your personal data (e-mail address) for as long as you have a business relationship with us. You may freely opt-out of this informative e-mail at any time by using the option provided at the bottom of each email.

YOUR LEGAL RIGHTS

Under data protection laws you have rights in relation to your personal data that include the right to request access, correction, erasure, restriction, transfer, to object to processing, to portability of data and (where the lawful ground of processing is consent) to withdraw consent. If you are not satisfied with how we process your personal data, you are entitled to contact [Andrew Odgers Consulting Ltd.](#)