Privacy Notice - OurSpace

The Sovini Group take the protection, privacy, confidentiality and security of your personal data very seriously.

This notice sets out our commitment to protecting personal data and is designed to comply with the UK General Data Protection Regulation (UK GDPR) and Data Protection Act 2018

Who is responsible for your information?

The Sovini Group (the Data Controller), is responsible for the collection, processing, storage and safe keeping of any information you provide.

What information do we collect from you?

We will collect, store, and use the following categories of personal information about you:

- Personal details such as name, position and department you work in, work email and telephone number.
- Photographs.
- Log Data - Like many app operators, we collect information that your browser sends whenever you visit our app (*"log data"*). This log data may include information such as your computer's Internet Protocol (*"IP"*) address, browser type, browser version, the pages of our app that you visit, the time and date of your visit, the time spent on those pages and other statistics.

  In addition, we may use third party services such as Google Analytics that collect, monitor and analyse this data.
- Communications.

We may use your personal information to contact you with newsletters, marketing or promotional materials.

- Cookies - Cookies are files with small amount of data, which may include a unique identifier this enables providers to deliver content to your appliance. Cookies are sent to your browser from a web app and stored on your devices hard drive.

  Like many apps, we use "cookies" to collect information. You can instruct your browser to refuse all cookies or to indicate when a cookie is being sent. However, if you do not accept cookies, you may not be able to use some areas of our app.

Lawful bases for processing of your data

The lawful bases for which we will process your data are:

- Where processing is in our legitimate interests or that of a third-party

Security

We are committed to ensuring that your information is secure and so the app has been encrypted to make certain every possible step has been taken for organisational and technical point of view to protect data.

Access to your personal information and correction

Under Article 15 of GDPR you have the right to request access to the personal information we may hold about you. If we do hold information about you we will:

- Give you a description of it.
- Tell you why we are holding it.
- Tell you who it could be disclosed to.
- Let you have a copy of the information in an intelligible format.

Contact

If you have any questions about this privacy notice, please contact the Data Protection Officer

DPO: Data Protection People
Email address: dpenquiries@sovini.co.uk

Postal address: The Sovini Group, PO Box 891. Orpington, BR6 1LY.

If you have a complaint about our use of your information, we would prefer you to contact us directly in the first instance so that we can address your complaint. However, you can also contact the Information Commission via their website at www.ico.org.uk/concerns or write to them at:

Information Commission's Office (ICO)

ICO Head Office

4th Floor, No.3 Circle Square

5 Hawkshaw Street

Manchester

M1 7BL