AlderXCross
TRAINING & EVENTS

APPENDIX 2 – DATA PROTECTION & PRIVACY POLICY

Policy

This policy ensures that we:

- Comply with the law and follow good practice
- Protect the rights of clients, delegates and staff
- Are open about how we process and store individuals' data
- Guard against the risk of a data breach.

Sourcing Contact Data

We collect and use contact details for four purposes:

- So that we can send invoices to the right person and, if an invoice is not paid on time, we can remind that person that payment is overdue. These data are name, job title, organisation, postal address and e-mail address.
- So that we can send joining instructions to delegates. These data are name, job title, organisation and e-mail address.
- So that we can send marketing material to individuals and companies who might wish to attend one of our events. These data are name, job title, organisation and e-mail address. Individuals are able to unsubscribe at any time (their data are retained so that further e-mails are avoided).
- So that, after each event, delegate data (name, job title, organisation and e-mail address) can be provided to sponsors and exhibitors provided delegates do not object.

Data Security

- None of our databases are made available to any other organisation.
- If you would like a copy of the personal information we hold about you, please contact us (see below). We will not charge for this service.
- We want to make sure that your personal information is accurate and up-to-date. Please tell us about any errors so that we can correct or remove information which is inaccurate.
- All our data are held on secure servers and are backed-up on-site daily and off-site weekly.
- We do not use cookies.

Accountability

The Company Secretary is responsible for the review and implementation of this policy and for the allocation of all duties regarding data protection.

Review

This policy will be kept up to date, particularly as new legislation is introduced and as new equipment is acquired by the company. To ensure that this is done, the policy and the way in which it is operated will be reviewed as required and at least annually.

Last reviewed: 09.01.19

If you require further information, please contact us by any convenient means:

E-mail: **database@aldercross.com** Telephone: **01244 813335**

Post: **AlderCross Ltd, Deeside Enterprise Centre, Rowley's Drive, Shotton, Deeside CH5 1PP**