

# Privacy Policy

We ask that you read this privacy notice carefully as it contains important information on who we are, how and why we collect, store, use and share personal information, your rights in relation to your personal information and on how to contact us and supervisory authorities in the event you have a complaint.

## Who we are

IMRANDD Limited, SC512739, Banchory Business Centre, Burn O'Bennie Road, Banchory, Aberdeenshire, Scotland collects, uses and is responsible for certain personal information about you. When we do so we are regulated under the [General Data Protection Regulation](#) which applies across the European Union (including in the United Kingdom) and we are responsible as 'controller' of that personal information for the purposes of those laws.

## The personal information we collect and use

### Information collected by us

We may collect the following personal information about you:

- Your name, address, phone number, email address, job title, employer and other contact information when you register on our website, contact us in some other way or provide us with your business card.
- Employment history, contact information, immigration status, salary information and other employment related details where you apply for a position through our website or social media channels.
- When you or your employer purchase products or services from us your name, address, phone number, email address, job title, employer and other contact information.
- Where you or your employer provide products and services to us your name, address, phone number, email address, job title, employer and other contact information, educational background and financial details.
- Credit references, background checks and background information where we enter into transactions or are contemplating entering into a transaction with you or your employer. You should note that as we usually contract with companies and other legal entities, rather than individuals, credit checks are usually carried out against those companies or legal entities, but we may receive personal data of directors, executives and other employees as part of these checks; and
- Where you visit our website, we may automatically collect technical information including IP address, and login information, information regarding your use of our website visits such as URL data and products you viewed or searched for, information you provide for the purpose of subscribing to our website services. i.
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## How your personal data is collected

We collect most of this information from you including via our website or on our social media challenges both where you register on themit or where you otherwise use themit. We may also collect information from your employer, and from credit references agencies and other providers of background checks. Information may also be collected through automated monitoring of our websites and computer networks and through email and instant messaging systems.

We also use cookies in order to collect and store small amounts of information in order to make our website as useful as possible to you.

## How and why, we use your personal data

Under data protection law, we can only use your personal data if we have a proper reason for doing so, e.g:

- to comply with our legal and regulatory obligations.
- for the performance of our contract with you or to take steps at your request before entering into a contract.
- for our legitimate interests or those of a third party; or
- you have given consent.

A legitimate interest is when we have a business or commercial reason to use your information, so long as this is not overridden by your own rights and interests.

The table below explains what we use (process) your personal data for and our reasons for doing so:

<b>What we use your personal data for</b>	<b>Our reasons</b>
To respond to queries and contact made by you	For our legitimate interests or those of a third party
To provide details of products and services to you or your employer	For our legitimate interests or those of a third party
To provide products and services to you or your employer	For the performance of our contract with you or your employer
To receive products and services from you or your employer	For the performance of our contract with you or your employer
Conducting credit checks and other processing necessary to comply with professional, legal and regulatory obligations that apply to our business	To comply with our legal and regulatory obligations
Ensuring business policies are adhered to, e.g., policies covering security and internet use	For our legitimate interests or those of a third party
Operational reasons, such as improving efficiency, training and quality control and administering our website	For our legitimate interests or those of a third party
Ensuring the confidentiality of commercially sensitive information	For our legitimate interests or those of a third party To comply with our legal and regulatory obligations
Audits, investigations, management reporting and quality checks and resolving disputes or managing legal claims	For our legitimate interests or a those of a third party To comply with our legal and regulatory obligations
Responding to job applications or other related queries	For our legitimate interests or a those of a third party  To comply with our legal and regulatory obligations
Contacting you with information and offers concerning our products and services, sending you further marketing messages and obtaining feedback regarding our products and services	For our legitimate interests or a those of a third party
Improving our website or social media channels	For our legitimate interests or a those of a third party

## Who we share your personal information with

We may share your contact details with subcontractors, business partners and other suppliers who are engaged in relation to any contract which we have entered into with you or your employer. We may also share your information with our professional advisors and service providers and with potential investors or acquirers and their advisers.

We will share personal information with law enforcement or other authorities if required by applicable law.

We will not share your personal information with any other third party.

## How long your personal information will be kept

We will hold personal data for the period we are required to retain this information by applicable UK law.

## Transfer of your information out of the EEA

We may transfer your personal information to countries or organisations that are located outside the European Economic Area (EEA) such as our service providers and subcontractors. We will only transfer personal data to a country which has been assessed as providing an adequate level of protection for personal data or to other countries where we are satisfied that the transfer complies with data protection laws and personal data will be secure. Our standard practice is to use standard data protection contract clauses which have been approved by the European Commission.

If you would like further information, please contact us (see how to contact us below)

## Your rights

Under the [General Data Protection Regulation](#) you have a number of important rights that you can exercise free of charge. In summary, those include rights to:

- fair processing of information and transparency over how we use your personal information.
- access to your personal information and to certain other supplementary information that this privacy notice is already designed to address.
- require us to correct any mistakes in your information which we hold.
- require the erasure of personal information concerning you in certain situations.
- receive the personal information concerning you which you have provided to us, in a structured, commonly used and machine-readable format and have the right to transmit those data to a third party in certain situations.
- object at any time to processing of personal information concerning you for direct marketing.
- object to decisions being taken by automated means which produce legal effects concerning you or similarly significantly affect you.
- object in certain other situations to our continued processing of your personal information; and
- otherwise restrict our processing of your personal information in certain circumstances.

If you would like to exercise any of those rights, please:

- email, call or write to [info@IMRANDD.com](mailto:info@IMRANDD.com); and
- let us know the information to which your request relates

We have appropriate security measures in place to prevent personal information from being accidentally lost or used or accessed in an unauthorised way. We limit access to your personal information to those who have a genuine business need to know it. Those processing your information will do so only in an authorised manner and are subject to a duty of confidentiality.

We also have procedures in place to deal with any suspected data security breach. We will notify you and any applicable regulator of a suspected data security breach where we are legally required to do so.

We hope that we can resolve any query or concern you raise about our use of your information.

The [General Data Protection Regulation](#) also gives you right to lodge a complaint with a supervisory authority, in particular in the European Union (or European Economic Area) state where you work, normally live or where any alleged infringement of data protection laws occurred. The supervisory authority in the UK is the Information Commissioner who may be contacted at <https://ico.org.uk/concerns/> or telephone: 0303 123 1113.

## **Changes to this privacy notice**

This privacy notice was published In November 2020.We may change this privacy notice from time to time.

## **How to contact us**

Please contact [info@IMRANDD.COM](mailto:info@IMRANDD.COM) if you have any questions about this privacy notice or the information we hold about you.