

PRIVACY NOTICE

CDIS Group Limited is committed to protecting your privacy and rights. We strive to be transparent about how your personal information is used and are committed to using your personal information in accordance with all applicable data protection laws.

Our Privacy Notice Explains:

- What information we collect from you?
- Why do we collect this information?
- Who might we share this information with?
- How will we secure your information?
- How long do we keep hold of your information?
- How can I access the information you hold about me?
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- Your data protection rights.
- Use of cookies.
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What information we collect from you?

We may collect your name, email address, postal address and phone number when making an enquiry or booking an appointment.

Why do we collect this information?

The information collected is used to respond to requests regarding our services and to follow up calls or regarding our services, to arrange follow up calls or appointments as requested.

Who might we share this information with?

We do not sell your information to any third parties but may share your information with trusted third parties employed to perform functions on our behalf. This includes suppliers used to carry out a number of our services and suppliers used to carry out our services and postal services used to deliver products.

How will we secure your information?

We ensure that there are appropriate technical controls in place to protect your personal data. For example, we ensure that any online forms are encrypted, and our network is protected and routinely monitored. Your personal data will only be accessible by appropriately trained staff whose job roles require such access. All third parties used by us are bound by contract to protect your information. We carry out checks on all third parties used as well as periodic reviews.

How long do we keep hold of your information?

We will store your personal information only for as long as we consider it necessary to carry out the activities documented above. Regular reviews are carried out and where data is found to be no longer relevant, the data is securely deleted.

How can I access the information you hold about me?

If you have any queries regarding this Privacy Notice, how your data is used or would like to request information regarding what data of yours we hold please contact our Data Protection Officer, CDIS Group Limited, Innovation Centre, Maidstone Road, Chatham, Kent, ME5 9FD. Email fern@cdisgroup.com.

Job Applications

Personal data such as name, email, telephone number and postal address along with any personal information contained within your CV is collected to support our recruitment process. This data will be stored securely and only accessible by trained staff who require such access. CV's will be retained for a period of no longer than 3 months. Where we wish to retain an applicant's CV for longer, we shall contact them direct and obtain consent. All CV's no longer required shall be securely deleted.

Changes to this Policy

Changes to this privacy policy will be posted to this page so that you are kept informed of the information we collect, how we use it, and under what circumstances we disclose it. This policy was last updated on 15th September 2022.

Your Data Protection Rights

You have the following rights under the current data protection law and these you can exercise free of charge.

- The right to be informed how CDIS Group uses your data
- The right to ask for copies of data we might hold on you
- The right to update data that we may hold on you
- The right to, where applicable, have data removed/forgotten
- The right to limit how data is used or shared
- The right to ask us to share your data (portability) with another organisation

For more information about your rights, please go to <https://ico.org.uk>

Use of Cookies

Our website uses cookies to collect statistical information for analytical purposes.

We do not collect information that could identify you as an individual.

To turn cookies off, please consult your browsers help.

For more information on cookies please visit <https://ico.org.uk/your-data-matters/online/cookies/>

Links to Other Sites

This policy relates to this site only and you must review the privacy policies of any site which is linked from this.