

## **Rise Management Consulting – External Privacy Policy**

### **PRIVACY NOTICE**

Rise is a professional management consulting company working predominantly in the property and construction industry. This privacy notice explains how we use any personal information we collect about you.

### **WHAT INFORMATION DO WE COLLECT ABOUT YOU?**

We collect information about you when you engage us for professional management services within the construction industry. We will collect personal data received directly from related individuals by email, telephone call or by business card at networking events and/or conferences. We may also collect information when you voluntarily complete client surveys or provide feedback to us.

### **WHAT DO WE NEED TO COLLECT AND USE YOUR PERSONAL DATA?**

The primary legal basis that we intend to use for the processing of your data is for the performance of our contract with you (we may not have a contract with all parties, however we do hold information on our Customer Relationship Management (CRM) software for all parties). The information that we collect about you is essential for us to be able to carry out the services that you require from us effectively. Without collecting your personal data we would also be unable to fulfil our legal and regulatory obligations.

Where special category data is required we will obtain your explicit consent in order to collect and process this information.

### **HOW WILL WE USE THE INFORMATION ABOUT YOU?**

We collect information about you in order to provide you with the services for which you engage us.

### **WHO MIGHT WE SHARE YOUR INFORMATION WITH?**

In order to deliver our services to you effectively we may send your details to third parties such as those that we engage for professional compliance, accountancy or legal services.

Where third parties are involved in processing your data we will have a contract in place with them to ensure that the nature and purpose of the processing is clear, that they are subject to a duty of confidence in processing your data and that they'll only act in accordance with our written instructions.

Where it is necessary for your personal data to be forwarded to a third party we will use appropriate security measures to protect your personal data.

### **HOW LONG DO WE KEEP HOLD OF YOUR INFORMATION?**

In principle, your personal data should not be held for longer than is required under the terms of our contract for services with you. However, we are subject to regulatory requirements to retain data for specific minimum periods. We also reserve the right to retain data for longer than this due to the possibility that it may be required to defend against a claim or in line with Health and Safety legislation.

You have the right to request deletion of your personal data. We will comply with this request, subject to the restrictions of or regulatory obligations and legitimate interests as noted above.

## **HOW CAN I ACCESS THE INFORMATION YOU HOLD ABOUT ME?**

You have the right to request a copy of the information that we hold about you. If you would like a copy of some or all of your personal information please email or write to us using the contact details noted below.

When your personal data is processed by automated means you have the right to ask us to move your personal data to another organisation for their use.

We have an obligation to ensure that your personal information is accurate and up to date. Please ask us to correct or remove any information that you think is incorrect.

## **MARKETING**

We would like to send you information about our products and services which may be of interest to you. If you have agreed to receive marketing information, you may opt out at a later date.

You have the right at any time to stop us from contacting you for marketing purposes. If you no longer wish to be contacted for marketing purposes, please contact us by email or post.

## **WHAT CAN YOU DO IF YOU ARE UNHAPPY WITH HOW YOUR PERSONAL DATA IS PROCESSED?**

You also have the right to lodge a complaint with the supervisory authority for data protection. In the UK this is:

Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF

## **CHANGES TO OUR PRIVACY POLICY**

We keep our privacy policy under regular review and we will place any updates on this web page (and/or) inform you of any changes when they occur. This privacy policy was last updated in May 2018.

## **HOW TO CONTACT US**

Please contact us if you have any questions about our privacy policy or information we hold about you by emailing: [info@rise.eu.com](mailto:info@rise.eu.com) or writing to us: Rise House, 5-13 Trinity Street, London, SE1 1DB