



## Privacy Policy Statement

**Your Asbestos Consultant** is committed to maintaining the privacy and security of your personal information ("Personal Information") and complying with relevant data protection legislation. Please take the time to read this policy statement, as it provides information about the types of Personal Information **Your Asbestos Consultant** may collect and how it is used and protected.

This statement has been formulated by **Your Asbestos Consultant** Director in recognition of the Company's commitment to privacy.

The types of Personal Information that **Your Asbestos Consultant** collects and processes about you depends on whether you are a potential or existing client or business partner or a **Your Asbestos Consultant** website user. Where you provide **Your Asbestos Consultant** with Personal Information about other individuals (for example, other people within your organisation), please refer them to this Privacy Notice.

### What Personal Information may **Your Asbestos Consultant** collect?

- Your name.
- Title.
- Job title.
- Email address.
- Telephone number.
- Information gathered from public sources.
- Other Information freely provided by you.

### How will **Your Asbestos Consultant** collect your Personal Information?

- In person (for example, if you provide your business card to **Your Asbestos Consultant** personnel).
- Provision of services for or otherwise contracting with **Your Asbestos Consultant**.
- Through the development of business partnerships.
- At the occasion of visiting the **Your Asbestos Consultant** office.



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- Through direct contact with **Your Asbestos Consultant** by telephone (voice over IP (VOIP) telephones may capture your Personal Information).
- From public sources, such as internet searches, your company website and social media sites (such as LinkedIn and Facebook through questions, answers, comments between you and **Your Asbestos Consultant**).
- Through requests or inquiries to **Your Asbestos Consultant** through email to our “contact us” page or social media sites.

### What does **Your Asbestos Consultant** use your Personal Information for?

**Your Asbestos Consultant** uses the Personal Information it is provided with for the following business purposes:

- To provide professional services to you or the company or the client you represent.
- To engage you or the organisation you represent as a business partner or supplier.
- To manage **Your Asbestos Consultant** business relationship with you or the client you represent.
- To issue communications or billings around projects, contracts or joint endeavours.
- To pursue or contract for work.
- To evaluate prospective service providers.
- To answer questions and inquiries related to services of either party.
- To otherwise conduct everyday business activities, such as business development, planning, strategic reviews, collecting client feedback and reporting purposes.
- To comply with legal obligations.
- To investigate and prevent fraud or misconduct.
- To further communicate with you on any matter relating to your inquiry or request.



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## Who will **Your Asbestos Consultant** share your Personal Information with?

**Your Asbestos Consultant** will not sell, rent or trade your Personal Information to any third party and will only share your Personal Information with:

- Third party service providers, who process data on **Your Asbestos Consultant**' behalf or who facilitate or are outsourced providers of one or more aspects of the operation of the websites or the business such as our website providers, accounting software and IT providers.
- Third parties where **Your Asbestos Consultant** is required by law or regulation, such as to comply with a court order, or similar legal process or any similar sharing permitted by applicable law.
- To third parties when it is reasonably believed that disclosure is necessary to protect people's safety, security, rights or property, or as otherwise permitted by applicable law.
- To the police or financial crime and fraud detection agencies to investigate fraud or corruption, or to conduct any similar sharing permitted by applicable law.
- To a government entity in response to a legitimate government request.

**Your Asbestos Consultant** has a legitimate business interest in using the Personal Information referred to for the purposes described above, to conduct its normal business including:

- entering into and performing obligations under the contract **Your Asbestos Consultant** holds with you or the organisation you represent;
- to engage with clients and business partners, potential clients and business partners, to deliver or promote its professional services;
- to engage with third parties to procure their services to support **Your Asbestos Consultant's** normal business;
- to protect the property and personal safety of **Your Asbestos Consultant** staff, clients and business partners.

When we use third party service providers, we only disclose to them Personal Information considered necessary for their provision of their service to **Your Asbestos Consultant** and only to those under contract to handle shared Personal Information securely and in compliance with applicable law. Where



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third party service providers process Personal Information as data controller then those third parties will be responsible for issuing you with notice of their processing activities and making those processing activities transparent, and for the lawfulness of their respective processing. We may, from time to time, share with you such third-party privacy notices pursuant to our agreements with those third parties.

## Protection

**Your Asbestos Consultant** employs all reasonable security measures and technologies to keep your Personal Information secure and protected against loss, misuse, and unauthorized access, disclosure, alteration and destruction. Where third party vendor organizations process Personal Information on **Your Asbestos Consultant's** behalf (e.g., payroll or outsourcing companies), specific security arrangements will be implemented, when required, through contractual arrangements with those organizations.

**Your Asbestos Consultant** may use your email address to contact you about a security incident involving your Personal Information.

Email monitoring or blocking software may be used for security purposes and for compliance with **Your Asbestos Consultant** policies.

## Retention

**Your Asbestos Consultant** retains your Personal Information for no longer than is necessary. **Your Asbestos Consultant** will further retain and use your Personal Information as necessary to comply with our legal obligations, resolve disputes, and enforce agreements. For example, **Your Asbestos Consultant** usually retains customer information as long as we need to provide services, and for a period of 6 or 12 years after the business relationship ends, unless otherwise compelled by the law to retain such information, or in the case of a litigation, or potential litigation.

To determine the appropriate retention period for your Personal Information, **Your Asbestos Consultant** consider the amount, nature and sensitivity of the information, the potential risk of harm from unauthorised use or disclosure of



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your Personal Information, the purposes for which we process your Personal Information, and whether we can achieve those purposes through other means, and the applicable legal requirements.

In some circumstances we may anonymise your Personal Information so that it can no longer be associated with you, in which case we may use such information without further notice to you.

## Your Rights

In accordance with applicable law, you have the following rights, subject to some conditions and exceptions:

- To be informed as to the way in which **Your Asbestos Consultant** processes your Personal Information (as described in this Privacy Statement).
- To access the Personal Information **Your Asbestos Consultant** holds about you.
- To request that Personal Information that **Your Asbestos Consultant** holds about you be rectified or erased.
- To request that **Your Asbestos Consultant** limit the processing of that information.
- To request that your Personal Information be given to another organisation (known as the right to data portability).
- The right to object to the processing of your Personal Information where **Your Asbestos Consultant** is relying on legitimate interest and there is something in your particular situation that makes you want to object to processing on this ground. You also have the right to object where we are processing your Personal Information for direct marketing purposes.
- The right to lodge a complaint regarding **Your Asbestos Consultant** compliance with data protection laws with the appropriate member state data protection regulator.
- The right to withdraw consent where **Your Asbestos Consultant** relies on consent to process your Personal Information.



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All requests to exercise the rights referred to above should be sent to the Privacy Office.

**Your Asbestos Consultant** will respond to such requests within thirty (30) business days of proper receipt of any such request or within any other period required or authorised by applicable law. **Your Asbestos Consultant** will take reasonable steps to functionally deal with your request balancing the request with **Your Asbestos Consultant's** obligation to comply with other applicable laws which may conflict with your request. Before **Your Asbestos Consultant** provides you with any data, corrects any inaccuracies or deletes any data, **Your Asbestos Consultant** may require further information to verify your identity or otherwise help respond to your request.

This statement has been formulated by **Your Asbestos Consultant's** Director in recognition of the Company's commitment to privacy and data protection legislation.

*Authorised for issue by Principal Consultant*

*James Molloy*

26<sup>th</sup> March 2022