

Website Privacy Notice

This privacy notice explains how the AISEE Collaborative Limited will use your personal information and your rights under data protection legislation.

It is important that you read this notice prior to providing your information.

Who will process your information?

The AISEE Collaborative Limited is the organisation responsible for your personal data in terms of data protection legislation (the data controller).

If you have any questions regarding the handling of your personal data, or your rights, please contact AISEE Collaborative Limited on enquiries@aiseecollaborative.co.uk

How we use your information?

We have set out below: how and why we will use your information; where we obtain your data; how we will use your information; and who it is shared with. For each type of processing, we are required to identify our 'lawful basis for processing' – see Appendix 1.

This notice covers personal data collected via the AISEE Collaborative Limited website (www.aiseecollaborative.co.uk), e.g. if you submit an enquire, etc. If you engage with the AISEE Collaborative Limited for other purposes via our website e.g. apply for a course, complete a web form to attend a webinar etc. respond to a request for project participants etc. you will be provided with a more detailed privacy notice in relation to that process/service. This is to increase transparency and to ensure you understand how your information will be used. Any additional privacy notices supplement this central notice.

If you have any queries regarding the use of your personal data via the website please contact enquiries@aiseecollaborative.co.uk

The website uses cookies to improve and enhance your website experience.

Analytics

AISEE Collaborative Limited website cookies in the design of our website to optimally improve our website user experience and to provide AISEE Collaborative Limited with number of website visitors, number of sessions, and average session length.

Social Media

AISEE Collaborative Limited use a number of social media tools etc. Where personal data is collected using these tools it will be processed in accordance with the providers privacy policy/notice.

Links to other website.

There may be occasions when our website may provide a link either directly or via a uploaded document to other websites run by other organisations. This privacy policy only applies to our website. We are not responsible for the privacy policies and practices of other websites, even if you access them using links from our website.

Is my data secure?

Your personal data will be stored managed with mutli layer security. Access will be restricted to only those staff who require it and on a 'need to know' basis.

How long will we keep your personal data?

When we collect or process your personal data, we'll only keep it for as long as is necessary for the purpose for which it was collected.

At the end of that retention period, typically six months, your data will either be deleted or anonymised.

Your data will only be kept with your consent beyond this period of time.

Your Rights

Under data protection legislation, you have a number of rights* including the right to:

- withdraw consent, at any time, where that is the lawful basis of our processing;
- access your personal data and obtain a copy, free of charge;
- rectify inaccuracies in personal data that we hold about you;
- erasure, that is have your details removed from systems that we use to process your personal data;
- restrict the processing in certain ways;
- obtain a portable copy of data you have given to us in a commonly used electronic form; and
- object to certain processing of your personal data by us.

*Please note that the ability to exercise these rights will vary and depend on the lawful basis under which the processing is being carried out.

Please contact enquiries@aiseecollaborative.co.uk if you wish to exercise enquire about any of these rights.

Complaints

If you wish to make a complaint about how we have handled your personal data, you can contact enquiries@aiseecollaborative.co.uk

If you are not satisfied with our response or believe we are not processing your personal data in accordance with the law, you also have the right to complain to the Information Commissioner's Office (<https://ico.org.uk/concerns/>).

Appendix 1

Category	Lawful Basis for Personal Data	Lawful basis for special category data
Administrative Purposes	Legitimate interest to deal with any correspondence	
Managing and responding to enquiries from visitors	Legitimate interest to provide requested information to an individual.	
Use of social media management tools to analyse data and manage content	Consent (for marketing purposes)	
Entering into a contract for goods or services	Necessary for the delivery and performance of a contract	Substantial commissioned interest as per contract Explicit consent

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