

Privacy and Terms of Use

We want to share with you how we treat personal data about you that we receive, including personal details such as your name, e-mail address, home address, work address and other information either required by law for acting as your agent with HMRC, payroll and accounts administration purposes or provided by you. We collect information about you only if you voluntarily submit the information to us for purposes of (i) becoming a client, customer or employee of the GCNG Group, which is made up of GCNG Consultancy Limited, GCNG Property Limited and GCNG Leisure Limited (“GCNG”), (ii) receiving newsletters, Regulatory or legislative updates from us. You can opt-in or opt-out of e-mail communication at any time. Further details, including how we share your information and your rights relating to our use of your information, can be found under our Privacy Notice, a copy of which is available below or hard copy upon request to contactus@gcng.co.uk

Effective date: May 2018

1. Scope

This Privacy Notice sets out how we process your personal data.

This Privacy Notice applies to your use of:

<http://www.gcng.co.uk>

And any other website operated or maintained by GCNG (collectively the “Websites”)

“we”, “our”, “us” and “GCNG ” collectively refer to Business in the Community, registered as Limited Companies in England and Wales with Registration Numbers: 10553014, 7907761 and 1027661 whose registered offices are at GCNG House, Unit 12, Tawe Business Village, Swansea, SA7 9LA, United Kingdom, Telephone: +44(0)1792 277209 Email: contactus@gcng.co.uk

The Privacy Notice is delivered pursuant to the General Data Protection Regulations (GDPR) 2018. GCNG is responsible for ensuring that (i) you are provided with accurate information on the collection and processing of your personal data; (ii) your personal data is not processed unlawfully; (iii) your personal data is securely protected; and (iv) you may access your personal data. The Privacy Notice intends to provide you with information regarding the privacy policies and practices that govern GCNG’s processing of your data and the rights you are entitled to.

About this Privacy Notice

This Privacy Notice sets out:

- What personal data we collect about you, including sensitive data
- How we obtain your personal data, including sensitive data
- How we use your personal data, including sensitive data
- How we protect your personal data, including sensitive data
- Who we share your personal data with, including sensitive data
- Where your personal including sensitive data
- How you can access your personal data, including sensitive data
- Opting out of communication
- Personal information from children
- Links to other sites
- Status of this Privacy Notice and updates
- Privacy Questions

2. What personal data we collect about you, including sensitive data

- Your first name and last name
- Company Name
- Your contact email and address and your country of residence
- Your phone number(s)
- Personal or Corporate Financial data (required to transact with HMRC on your behalf)
- Public IP Address (used to logon to our Websites)
- Accounting Transactions (Suppliers, Customers, and Registered Website(s) Users Only)
- Date of Birth (Employees Only)
- Bank Account Details (for payments or Direct Debit Collections)
- Next of Kin Details (Employees Only)
- Passport Details (Employees Only)
- Medical Information (Employees Only)

GCNG will not intentionally collect or maintain, and do not want you to provide any information regarding ethnic origin, political opinions religious or philosophical beliefs, trade union membership, genetic data, data concerning your health, data concerning your sex life and sexual orientation and biometric data.

3. How we obtain your personal data, including sensitive data

Your information is collected from forms on our websites, and from information that you subsequently provide to us and information that is otherwise lawfully obtained about you.

4. How we use your personal data, including sensitive data

We use the data provided by you to:

- maintain and develop our relationship with you;
- communicate with you regarding any, networking events, or other **GCNG** related initiatives via e-mail;
- communicate with you regarding regulatory matters we believe may be of interest to you.

We will not transfer your data to any third-party affiliates without your prior consent

5. How we protect your personal data, including sensitive data

GCNG has defined security and privacy controls to protect your data and to comply with applicable data protection law. **GCNG** ensures that all our personal, infrastructure and strategic systems comply with high-standard, specifications. Despite the security measures employed by **GCNG**, you should be aware that it is impossible to guarantee absolute security with respect to information sent through the Internet.

6. Who we share or disclose your personal data with, including sensitive data

Your personal data will only be shared with third parties in accordance with this Privacy Notice and to the extent permitted by applicable law.

GCNG may share your personal data and information with service providers we work with which send our newsletters, perform surveys and questionnaires, process information on our behalf, and host our IT servers. These companies—our vendors—are contractually bound to use your personal data that we share with them with the sole purpose of performing the services we have engaged them to provide.

We may also provide your information to our professional advisors for the services they provide to us and may need to disclose your information if compelled to do so by law, a regulator or during legal proceedings.

Where your personal data is hosted, including sensitive data

Data collected through our Websites are stored on databases hosted in GCNG's offices which are located within the EU/UK and may also be hosted by a third-party service provider which manages our backup systems. At the effective date of this Privacy Policy, our third-party service provider manages all its data within the EU/UK."

7. Transfer of data outside EEA

All countries in the European Economic Area (EEA), which includes the UK, have similar standards of legal protection for your information. We Do Not store your information on third party data centres located outside the EEA

8. How you can access your personal data, including sensitive data

Under data protection laws, you have a right to:

- request a copy of your information;
- ask us to make any changes to ensure that it is accurate and up to date;
- ask that we delete your information if we do not have a good cause to retain it; or
- otherwise object to the way in which we use your information.

If you wish to exercise any of these rights, or if you have any questions about our use of your information, please email us at contactus@gcng.co.uk or write to GCNG Group at GCNG House, Unit 12, Tawe Business Village, Swansea, SA7 9LA, United Kingdom

You also have a right to complain to the Information Commissioner's Office or other appropriate regulatory authority in relation to your information held by us, and how we use it (contact details can be found here <https://ico.org.uk/>).

9. Opting out of communication

You may withdraw your consent to our use of your personal information for future marketing mailings or other non-essential purposes, at any time by e-mailing us at contactus@gcng.co.uk

10. Personal information from children

We do not knowingly collect personal information from children. The content of the Websites are for the purpose of conducting business and are not intended for, or directed to, children. If you are under 13 years of age or otherwise considered a minor under the laws of your country of residence, then please do not use or access our Websites at any time or in any manner. If a parent or legal guardian becomes aware that his or her child has provided us with personal information without their consent, please contact us. If we become aware that a user is a minor and has provided us with personally identifiable information without verifiable parental consent, we will delete such information from our databases.

11. Links to other sites

You may, from time to time, receive links to third-party sites whose information practices may be different than ours. Visitors should consult the other sites' privacy policies as we have no control over information that is submitted to, or collected by, these third parties. Use of such third-party websites may be subject to a third party's terms and conditions and is at your own risk. GCNG does not control these third-party websites and shall have no responsibility in connection with any access or use by you of these sites.

12. Status of Privacy Notice and Updates

This Privacy Notice is non-contractual. We reserve the right to amend it from time to time. Amendments will be posted to the Website and, where appropriate, through e-mail notification. Unless otherwise specified all such changes will take effect immediately upon posting to the websites.

For the avoidance of doubt, no change to the Privacy Notice will change the content of your consent that you may have granted.

13. Privacy Questions

If you have any questions or concerns about this Privacy Notice or data processing or if you would like to make a complaint about a possible breach of local privacy laws, please contact: contactus@gcng.co.uk or write to Data Protection Officer, GCNG Group, GCNG House, Unit 12, Tawe Business Village, Swansea, SA7 9LA, United Kingdom

We are registered with the Information Commissioner's Office for the purposes of the Data Protection Act. Our registration number is **ZA375965**