

# Tranlowe Privacy Notice

## Definition of to Whom Notice Applies

Tranlowe (“we“, “us” or “our“) is committed to protecting and respecting your privacy. We own and operate the website [www.tranlowe.co.uk](http://www.tranlowe.co.uk)

In this Privacy Notice, references to “you” are to any person who submits data to us about him/herself or about any living individual.

## Notice Assurance

This Privacy Notice (together with any other of our terms and conditions, and any other documents referred to in them) sets out the basis on which any personal data we collect from you, or that you provide to us, will be processed by us. Please read this Privacy Notice carefully to understand our views and practices regarding your personal data and how we will treat it.

We will only use your personal data in the manner set out in this Privacy Notice. We will only use your personal data in a way that is fair to you and according to the relevant legal basis. We will only collect personal data where it is necessary for us to do so and where it is relevant to our dealings with you. We will only keep your personal data for as long as it is relevant to the purpose for which it was collected or for as long as we are required to keep it by law.

## We use personal data for the following purposes: -

- To inform clients of news, events, activities, and services;
- Occasionally, to ask for your views and opinions about matters relating to us and associated organisations;
- To manage events, meetings, and volunteers in order to enable us to provide services;
- To administer client records;
- To maintain our own accounts and records;
- To comply with any legal obligations to maintain records and registers;
- To manage our employees and contractors;
- To manage relationships with outside users and suppliers.

## What is the legal basis for processing your personal data?

In processing personal data we rely on the following legal bases:

- Processing as necessary for carrying out obligations under employment, social security or social protection law, or a collective agreement;
- Processing as necessary to meet our other legal obligations;
- Processing as necessary for carrying out our contractual obligations to clients.
- Processing as necessary for managing and fulfilling our contractual obligations to others.
- Explicit consent of the data subject;

Other than as set out in this Privacy Notice, we shall NOT sell or disclose your personal data to third parties without obtaining your prior consent unless this is necessary for the purposes set out in this Privacy Notice or unless we are required to do so by law.

We may pass your details to a third party for the purposes of them assisting us in the performance of our business as if they are us and without them acquiring any right to the data other than in assisting us.

You should only submit to us information which is accurate and not misleading. You should keep that information up-to-date and let us know as soon as possible of any changes to that information in writing, including email to [Data-Controller@tranlowe.co.uk](mailto:Data-Controller@tranlowe.co.uk).

By submitting your or anyone else's data to us, you must ensure that you have full authority and consent to supply us with that data on their behalf and you warrant to us that you have that authority.

Data entered in relation to registration for any event or specialist work may be subject to a specific Privacy Notice associated with that activity.

You are advised that you have the right to have your data amended to remove errors, to withdraw your consent for some or all processing which is based upon consent, and to have such records deleted. For these purposes you may contact our data controller by email to [Data-Controller@tranlowe.co.uk](mailto:Data-Controller@tranlowe.co.uk) or by post to the registered office. Possible consequences of such changes to consent will be loss of benefits provided by processes from which you opted out. You further have the right to lodge a complaint with the supervisory authority, the Information Commissioner's Office, see [ico.org.uk](http://ico.org.uk).

Any correspondence may be recorded.

We may transfer our databases containing your personal information if we sell our business or part of it to an actual or potential purchaser.

Any changes we may make to this Privacy Notice in the future will be posted on the Website and, where appropriate, notified to you by e-mail. Each time you enter the Website, you agree that the Privacy Notice current at that time shall apply to all information held by you.

This Privacy Notice was most recently updated as version 1.3 on 22 May-2018