

Catapult Consulting Privacy Notice

Your personal information

The protection of your personal information is important to us. We respect your privacy and want you to understand what we do with the information we hold about you. We collect personal information directly from you or about you from the company you work for to enable us to provide our services. This privacy notice explains how we (Catapult Consulting) collect, share and use your personal information.

Why do we collect personal information?

Your contact details and under certain circumstances, other information about your work are required for the delivery of our services. Also collecting information helps us understand the service you are looking for. We use cookies to ensure that we give you the best experience on our website. This enables us to improve our services and deliver a quality experience.

What personal information do we collect?

This could include your contact details such as name, e-mail, telephone numbers, business address, role descriptions etc. It could also be your experiences and feedback on our services.

Who do we share your personal information with?

We do not share your information outside Catapult Consulting and we will ask for your express permission to do so if this was necessary.

We will only share information with governmental or police agencies when we are obliged to do so by law.

We do not disclose personal information to anyone else except as set out above. We may provide third parties with aggregate statistical information and analytics in respect of our services, but we will make sure no one can be identified from this information before we disclose it.

Cookies

If you access our website or app, we may collect information about your visit. We use cookies and similar technology to do so. You can find more about cookies and how to manage their use by reading our cookie policy.

Cookie Policy

To make this site work properly, we sometimes place small data files called cookies on your device. Most big websites do this too.

What are cookies?

A cookie is a small alphanumeric text file that a website saves on your computer or mobile device when you visit the site. It enables the website to remember your actions and preferences (such as login, language, font size and other display preferences) over a period of time, so you don't have to keep re-entering them whenever you come back to the site or browse from one page to another.

We use Google Analytics to track user behaviours across our website. We want our website to be as user friendly as possible and by using Google Analytics, we can see what areas of the website we should improve on to enhance your experience. This is a first-party cookie which is only used for the collection of quantitative data.

Enabling these cookies is not strictly necessary for the website to work but it will provide you with a better browsing experience. You can delete or block these cookies, but if you do that some features of this site may not work as intended.

The cookie-related information is not used to identify you personally and the pattern data is fully under our control. These cookies are not used for any purpose other than those described here.

How to control cookies

You can control and/or delete cookies as you wish - for details, see aboutcookies.org. You can delete all cookies that are already on your computer and you can set most browsers to prevent them from being placed. If you do this, however, you may have to manually adjust some preferences every time you visit a site and some services and functionalities may not work.

Marketing

We may add your details to our secure Client database provided you are happy for us to do so. You can let us know at any time that you do not wish to receive any communications by e-mailing our Operations Manager Silvana Rosetti to Silvana.rosetti@catapultconsulting.co.uk

Transferring your personal information internationally

The personal information we collect may be transferred to and stored in countries outside of the European Union. Some of these jurisdictions require different levels of protection in respect of personal information and, in certain instances, the laws in those countries may be less protective than the jurisdiction you are typically resident in. We will take all reasonable steps to ensure that your personal information is only used in accordance with this privacy policy and applicable European data protection and is respected and kept secure. Transfers will be

under an agreement which covers the requirements for the transfer of personal data outside the EEA, such as the European Commission approved standard contractual clauses.

How long we keep your personal information

We will keep your records for as long as required to provide our services. We may then retain your information for a reasonable period to maintain our records and legal obligations to you or your employer, and any legal authority where we are obliged to retain or provide the information.

Your rights in relation to your personal information

You have the following rights in relation to your personal information:

- the right to be informed about how your personal information is being used (which we fulfil by providing this notice)
- the right to access the personal information we hold about you
- the right to opt out of receiving any marketing communications
- the right to request the correction of inaccurate personal information we hold about you
- the right to blocking or erasure the right to restriction of processing the right to data portability
- the right to not be subjected to automated decision making and profiling

If you have any questions or complaints relating to the information we hold about you, please get in touch with our Operations Manager Silvana Rosetti to Silvana.rosetti@catapultconsulting.co.uk.

If you are unhappy with the way, we are using your personal information you can also contact to the UK Information Commissioners office or your local data protection regulator. We are here to help and would encourage you to contact us to resolve any complaint first.

Changes to this notice

We may update this privacy notice from time to time. When we change this notice in a material, we will update the version date at the bottom of this notice. Where required by law we will seek your consent to changes in the way we use your personal information.