

# Privacy Notice

Prospective Client

Version 1.0

## What information do we collect about you?

- Your name
- Your job title
- The name of the organisation you own or work for
- The postal address of the office or premises where you work
- Your email address
- Copies of your correspondence with us, including emails

In some cases, where we are planning a follow-up telemarketing campaign, we may also hold a contact telephone number for you.

The information we hold about you is categorised as contact details and correspondence.

## Why do we collect this information?

We process your information under our legitimate interests, which are:

- Direct marketing

If you are a consumer, a sole trader or representing a partnership, we will only send you marketing emails if you have given your consent for this, or you have previously discussed purchasing a similar product or service from us.

Should you have registered one or more of your telephone numbers with the Telephone Preference Service (TPS) or the Corporate Telephone Preference Service (CTPS), we will only call you for marketing purposes if you have given your consent for us to do so.

## Where did we get your information?

We have collected your Personal Data from one or more of the following sources:

- A B2B data broker, such as Experian
- A publicly-available professional or trade directory
- Your organisation's website or other publicly-available material
- Our franchise from Idvallo Limited, awarded by Catesby Consulting Limited

## Who might we share your information with?

We will share your Personal Data with British local and central government bodies and agencies; to the extent required by law.

We will also share your Personal Data with our other suppliers, such as those providing data storage, record-keeping and messaging services. Such suppliers will process your Personal Data solely at our direction, and not for any other purpose.

## What do we do with your information?

We will use your Personal Data to send you direct mail and email marketing concerning products and services that may be of interest to your organisation.

We will sometimes run a follow-up telemarketing campaign and contact people who have recently received our direct mail or email marketing. In these cases, we will also use your Personal Data to contact you by phone to market products and services you may be interested in.

## How long do we keep hold of your information?

Your Personal Data will be retained for up to one year after we last directly marketed to you.

## Can you opt-out?

Please let us know by sending a message to [privacy@idvallo.com](mailto:privacy@idvallo.com) if you wish to:

- Opt out of our direct marketing
- Withdraw your consent to receive marketing emails, where you have previously granted this.
- Withdraw your consent for marketing by phone, where you have agreed to this in the past.

## What are your rights?

You can contact us at [privacy@idvallo.com](mailto:privacy@idvallo.com) and:

- Ask us to provide a copy of the Personal Data for you that we hold or process.
- Request that we make a correction to the Personal Data for you that we hold or process.
- Object to our processing of your Personal Data.
- When you have withdrawn your consent for our processing concerning one or more pieces of your Personal Data, request that we erase the relevant items.

If you are unhappy with our processing of your Personal Data; or our handling of a related request you can complain to the ICO at <https://ico.org.uk/concerns> or contact them by telephone on 0303 123 1113.

You also have the right to take legal action if you are not satisfied with our handling of your Personal Data; or how we deal with a related request.

## **Is your information used for any automated decision-making?**

We do not process your Personal Data for the purpose of automated decision making.

## **Will your information be transferred overseas?**

From time to time, our suppliers may store and process your data outside the European Economic Area (EEA), in the United States.

When this occurs, your Personal Data is safeguarded by our policy of using suppliers who have adopted European Union (EU) Model Clauses; or who hold a current Privacy Shield certification for their US-based operations.

## **What are our contact details?**

This Privacy Notice is issued by Vincent BMR Limited.

Our principal place of business is Avon House, 435 Stratford Road, Shirley, Solihull, West Midlands, B90 4AA, United Kingdom.

You can contact us:

- By post, using the postal address given above.
- By Telephone, on the contact number published on our website.
- By email using [privacy@idvallo.com](mailto:privacy@idvallo.com)
- [privacy@idvallo.com](mailto:privacy@idvallo.com)