

CEME Ltd Privacy Notice

At CEME we are committed to protecting your privacy under the GDPR. The CEME DPO/ GDPR Owner ensures that this notice is made available to data subjects prior to collecting/processing their personal data. All Employees/Staff of who interact with data subjects are responsible for ensuring that this notice is drawn to the data subject's attention and their consent to the processing of their data is secured.

This Notice may change over time and we advise our customers to check back and review the current Privacy Notice.

Last Updated : 17/05/2018

Privacy notice

Who we are: CEME Ltd.

CEME is an East London-based regeneration charity (Charity No.1133396), based on an 18 acre business, education and research campus.

Our DPO/ GDPR Owner and data protection representatives can be contacted directly here: DPO@ceme.co.uk

The personal data we would like to collect from you is: Personal data type

Source:

The individual, agents and Brokers to whom you have given consent, your company who have provided consent for you to be contacted, via direct phonecall to CEME, via the website enquiry form

The personal data we collect will be used for the following purposes: processing of agreements, proposals, marketing and promotion, charging purposes.

Our legal basis for processing for the personal data: You are a potential client of CEME; you have expressed interest in receiving information from CEME in respect of tenanted space; you have been introduced via a third party agent or Broker for the supply to you of the relevant information.

Any legitimate interests pursued by us, or third parties we use, are as follows: The marketing and promotion of CEME.

Consent

By consenting to this privacy notice you are giving us permission to process your personal data specifically for the purposes identified.

Consent is required for our company to process personal data, but it must be explicitly given.

When we need consent to process your personal data we will ensure that we obtain it in an unambiguous way.

Where we are asking you for personal data we will always tell you why and how the information will be used.

If we need to process data which is special category of PII then we will do so only with explicit consent.

You may withdraw consent at any time by emailing in writing to DSAR@ceme.co.uk, stating in the title 'UNSUBSCRIBE' and providing your name and email address

Disclosure

CEME will not pass on/share your personal data to third parties without first obtaining your consent

Your data will always remain confidential

Safeguards in place to protect your personal data from loss, misuse or alteration.

These measures include:

Physical Safeguards

We lock doors and file cabinets, control access to our facilities, implement a clean desk policy, and apply secure destruction to media containing your Personal Data.

Technology Safeguards

We use network and information security technologies such as anti-virus and endpoint protection software, encryption, intrusion detection and data loss prevention, and we monitor our systems and data center.

Organizational Safeguards

We conduct regular company-wide, as well as department-specific training and awareness programs on security and privacy, to make sure that our employees and contractors understand the importance of protecting your Personal Data, and that they learn and maintain the necessary knowledge and skills effectively to protect it in practice. Our organizational privacy policy also guide our handling of your Personal Data.

Personal Data Breaches

CEME takes every reasonable measure to prevent Personal Data breaches. If these do occur, we have a process in place to take swift action within our responsibilities. These actions will be consistent with the role we have in relation to the products, services or processes affected by the breach. In all cases, we will work together with affected parties to minimize effects, to make all notifications and disclosures that are required by applicable law or otherwise warranted, and to take action to prevent future breaches.

Storage of Your Personal Data

The data we collect from you may be stored, with risk-appropriate technical and organizational security measures applied to it, on in-house as well as third-party servers in the EU.

Links to Other Websites

Our websites may contain links to other websites, which are owned or operated by other companies. If you choose to visit any linked websites, we encourage you to review their privacy statements carefully, as they may differ from ours. We are not responsible for the content or privacy practices of websites that are owned by companies that are not within CEME.

Retention

We will process personal data for 6 months and will store the personal data for no more than 6 months, unless you are a tenant of CEME in which case your data will be retained until such time as you are no longer a tenant of CEME

After this a retention period of six years has been set for holding records of past tenants of CEME.

Your rights as a data subject

At any point while we are in possession of or processing your personal data, you, the data subject, have the following rights:

Right of access – you have the right to request a copy of the information that we hold about you.

Right of rectification – you have a right to correct data that we hold about you that is inaccurate or incomplete.

Right to be forgotten – in certain circumstances you can ask for the data we hold about you to be erased from our records.

Right to restriction of processing – where certain conditions apply to have a right to restrict the processing.

Right of portability – you have the right to have the data we hold about you transferred to another organisation.

Right to object – you have the right to object to certain types of processing such as direct marketing.

Right to object to automated processing, including profiling – you also have the right to be subject to the legal effects of automated processing or profiling.

Right to judicial review:

In the event that CEME refuses your request under rights of access, we will provide you with a reason as to why. You have the right to complain as outlined below.

Complaints

In the event that you wish to make a complaint about how your personal data is being processed by us, or how your complaint has been handled, you have the right to lodge a complaint directly with the supervisory authority and our DPO/ GDPR Owner.

The details for each of these contacts are:

ICO

Email: casework@ico.org.uk

Phone: +44 [0]303 123 1113

Live chat: <https://ico.org.uk/global/contact-us/live-chat/>

Post: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

CEME DPO

DPO@ceme.co.uk

Personal data

Under the EU's General Data Protection Regulation (GDPR) personal data is defined as: "any information relating to an identified or identifiable natural person ('data subject'); an identifiable natural person is one who can be identified, directly or indirectly, in particular by reference to an identifier such as a name, an identification number, location data, an online identifier or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural or social identity of that natural person".

This privacy notice tells you how we, CEME will collect and use your personal data.

Why do we need to collect and store personal data?

1. You are a client or potential client of CEME therefore we need to obtain and hold your data for business and charging purposes
2. You have expressed interest in receiving information from CEME in respect of office space or you have contacted us requesting information relevant to our products, services and facilities, therefore, we will send you the relevant information that you have requested
3. You have subscribed to our third party data partners for the supply to you of information. As a client of those data companies, we have the right to use that data to which you have opted in, providing in each and every correspondence sent to you, the option to 'UNSUBSCRIBE' or 'OPT-OUT' is clearly included in the correspondence

CEME are committed to ensuring that the information we collect and use is appropriate for this purpose, and does not constitute an invasion of your privacy. The above conditions of consent include using your data for relevant marketing and promotional purposes which CEME believe are of interest to you as our client or as a potential new client

Will CEME share personal data with anyone else?

We may pass your personal data on to third-party service providers in the course of dealing with you.

Any third parties that we may share your data with are obliged to keep your details securely, and to use them only for agreed purposes. When they no longer need your data, they will dispose of the details in line with our own procedures. If we wish to pass your sensitive personal data onto a third party we will only do so once we have obtained your consent, unless we are legally required to do otherwise.

How we use the personal data it collects

We will process the information you provide in compliance with the EU's General Data Protection Regulation (GDPR). We will endeavour to keep your information accurate and up to date, and not keep it for longer than is necessary. We are required to retain information in accordance with the law, such as information needed for income tax and audit purposes. How long certain kinds of personal data should be kept may also be governed by specific business-sector requirements and agreed practices. Personal data may be held in addition to these periods depending on individual business needs.

Under what circumstances we contact you

Our aim is not to be intrusive, and we undertake not to ask irrelevant or unnecessary questions. Moreover, the information you provide will be subject to rigorous measures and procedures to minimise the risk of unauthorised access or disclosure.

How can you find out about the personal data that CEME holds about you

At your request, we can confirm what information we hold about you and how it is processed. If we hold any personal data about you, you can request the following information:

Identity and the contact details of the person or organisation that has determined how and why to process your data. In some cases, this will be a representative in the EU.

Contact details of the data protection officer, DPO@ceme.co.uk

The purpose of the processing as well as the legal basis for processing.

If the processing is based on the legitimate interests of CEME or a third party, information about those interests.

The categories of personal data collected, stored and processed.

Recipient(s) or categories of recipients that the data is/will be disclosed to.

CEME will never transfer personal data to a third country or international organisation, how long the data will be stored.

Details of your rights to correct, erase, restrict or object to such processing.

Information about your right to withdraw consent at any time.

How to lodge a complaint with the supervisory authority.

Whether the provision of personal data is a statutory or contractual requirement, or a requirement necessary to enter into a contract, as well as whether you are obliged to provide the personal data and the possible consequences of failing to provide such data.

The source of personal data if it was not collected directly from you.

Any details and information of automated decision making, such as profiling, and any meaningful information about the logic involved, as well as the significance and expected consequences of such processing.

What forms of ID you need to provide in order to access this?

We accept the following forms of ID when information on your personal data is requested:

1 Form of Photo ID, & 1 Utility Bill (from within the last 3 months)

These will be destroyed, after your Complaint has been concluded.

Contact details of the data protection officer DPO@ceme.co.uk

DPO, CEME Ltd, CEME Campus, Marsh Way, Rainham, Essex, RM13 8EU.

The fact that any communications with you relating to processing will be “in a concise, transparent, intelligible and easily accessible form, using clear and plain language”.

CEME are clear about how we use your data and the consequences/risks to you of consenting for us to process your data.

The legal basis for holding your data is contractual, business obligations as a client of CEME.

Wherever possible CEME will never request or hold any of the following information under 'Special categories' of personal data GDPR compliance which is classified under the Regulation:

- * Racial
- * Ethnic origin
- * Political opinions
- * Religious beliefs
- * Philosophical beliefs
- * Trade union membership
- * Genetic data
- * Biometric data
- * Health data
- * Data concerning a natural person's sex life
- * Sexual orientation
- * Other