

Privacy Policy

INFORMATION

The purpose of this notice is to explain how Spot The Gap uses the information we collect on this website.

Who we are

Spot The Gap Ltd, is a limited company in England and Wales (Company number: 11483765) and the data controller of your personal information.

Information collection

We will only collect information when you interact with us. We collect various types of information and in a number of ways.

- Information you give us, for example, when you submit an enquiry on our website or subscribe to our newsletter. We store information you give us including your name, and email address.
- Information about your interactions with us, for example how you interact with content on our website. We keep records of mailings we sent you and in the case of emails we also keep a record of which you have opened and which links you have clicked on.

The purpose of processing your data

We only collect information that we need to carry out our business. We need personal details from you in order to fulfil our obligations to you. This includes providing you with information about the business, and your interaction with our services and may also extend to understanding how best to support you in order to purchase our services.

Marketing and communications

We aim to communicate with you about the work that we do in ways that you find relevant, timely and respectful.



To do this we use data that we have stored about you, such as any preferences you may have told us about.

We use our legitimate business interest as the legal basis for communications by email. In the case of email, we will always give you an opportunity to opt out of receiving these. If you do not opt out, we will provide you with an option to unsubscribe in every email that we subsequently sent you, or you can alternatively use the contact details at the end of this policy.

Other processing activities

In addition to marketing communications, we also process personal information in the following ways that are within our legitimate business interests:

We may analyse data we hold about you to ensure that the content and timing of communications that we send you are as relevant to you as possible.

We may analyse data we hold about you in order to identify and prevent fraud.

In order to improve our website we may analyse information about how you use it and the content and advertising that you interact with.

You have the right to object to any of this processing at any time. If you wish to do this, please use the contact details at the end of this policy.

Cookies

Cookies are small text files that are automatically placed onto your device by some websites that you visit. They are widely used to allow a website to function, as well as to provide website operators with information on how the site is being used. We use cookies to identify how the website is being used and what improvements we can make.



SECURITY

Security of your personal information

We have in place appropriate safeguards (both in terms of our procedures and the technology we use) to keep your personal information as secure as possible. We will ensure that any third parties we use for processing your personal information do the same.

Rights to your personal information

You have the right to request a copy of the personal information that we hold on you and to have any inaccuracies in this data corrected. Please use the contact details at the end of this policy if you would like to exercise this right.

Contact details and further information

Please get in touch if you have any questions about any aspect of this privacy policy, and in particular if you would like to object to any processing of your personal information that we carry out for our legitimate business interests.

Email: <u>alex@spotthegap.com</u>