

## Website Privacy Notice

This privacy notice sets out how we, The Executive Personal Assistant Limited company number 08684043, registered in England and Wales trading as Designated uses and protects any personal information we collect or generate in relation to you in the following circumstances:

- Using our websites – [www.designatedgroup.com](http://www.designatedgroup.com), [www.designatedmedical.com](http://www.designatedmedical.com) and [www.designatedpa.com](http://www.designatedpa.com).
- As a prospective employee or consultant
- As a client or supplier

In line with the requirements of the General Data Protection Regulation (EU) 2016 / 679 (“GDPR”) and UK Data Protection Act 2018 (DPA) we have reviewed and updated our policies, processes and procedures accordingly.

If you have any questions about this Privacy Notice, please contact our Privacy Team by email at [info@designatedgroup.com](mailto:info@designatedgroup.com).

### **What we collect and the purpose of processing:**

We act as Data Controller for the following types of personal data:

Item	Service Provided			
	Medical	PA	Marketing	Accountancy/ Bookkeeping
Full Name	✓	✓	✓	✓
Email Address	✓	✓	✓	✓
Company Name	✓	✓	✓	✓
Cookie Consent	✓	✓	✓	✓

## Website Privacy Notice

Item	Service Provided			
	Medical	PA	Marketing	Accountancy/ Bookkeeping
<b>Marketing &amp; Comms Preference</b>	✓	✓	✓	✓
<b>Contact Number</b>	✓	✓	✓	✓
<i>Job Title/Speciality</i>	✓	✓		✓
<i>Additional contact person</i>	✓	✓	✓	✓
<i>Postal/Invoice address</i>	✓	✓		✓
<i>Company Reg No</i>				✓
<i>Reg Office Address</i>				✓
<i>Place of Company Reg</i>				✓
<i>Date of Incorporation</i>				✓
<i>Work Address</i>				✓

**BOLD** – details collected when using our website including use of ‘contact us’ form

*ITALICS* – details collected when you become a client

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When you become a supplier

- Contact data
- Name, role
- Email address
- Phone number/s
- Postal Address
- Company name, additional nominated contact person’s email address and phone number

### **Legal basis for processing data**

Your consent

- When you use our ‘Contact us’ form, you are agreeing to us using your data in order to contact you for the reason specified on the form
- When you apply for a job via our website, you are providing personal details by consent in order for us to process your application
- When using our site, without disabling session cookies (using your browser settings), you are agreeing to us using session cookies to gather information. Please see our Cookie Policy for more information.

### **Performance of Contract**

When you become a client or supplier, we require certain personal information in order to provide services to you under our contractual agreement.

When you become an employee or consultant, a separate Privacy Notice will be provided covering use of your personal data.

## Website Privacy Notice

What we do with the information we gather

### **Contact Data**

Is used to respond to your queries, requests or process your application for a job with us when using the Contact Us form or the 'Apply' form.

This data is stored for 24 months unless you become a client with us and for 7 years thereafter unless we are required to keep the data for legal or regulatory purposes.

### **Cookie Data**

We use the information in line with our Cookie Policy here. The information we collect is aggregated and anonymised for our internal use and not passed onto any third parties. We only use that information to inform any changes to the website.

### **Client Data**

This data is used to register you as a client and perform contracted services to you. This data is stored for as long as you may be a client with us and for seven years thereafter for legal reasons.

### **Supplier Data**

This data is used to register you as a supplier, for the performance of our contract together. This data is stored for as long as you may be a supplier with us and for seven years thereafter for legal reasons.

### **Links to other websites**

Our site contains links to other social media sites we use, such as Twitter, Instagram and LinkedIn. We also have links to client and partners websites.

## Website Privacy Notice

Source of your data and recipients of your data

### **Source**

- Your contact data is provided by you when you complete the 'Contact Us' form on our site
- Client and supplier contact information is provided by you when you become a client or supplier
- Prospective employee or consultant personal data is provided by you when you initiate the recruitment process
- The cookie data comes from your use of our site

### **Recipients**

Employees or consultants responsible for delivering contracted services to you based on their role.

Other organisations, at your request, or with your consent; Other Group companies who help us deliver our products and services.

Non-Group companies, in connection with running accounts and services for you, including:

- Service suppliers to facilitate website, email, IT and administration services;
- Our professional advisors, for example, our lawyers and technology consultants, when they need it to provide advice to us;
- Market Research Agencies to measure or understand the effectiveness of advertising we serve to you and others. We may do this ourselves or appoint an agency to do this on our behalf. This will include your use of social media sites;

We may share your data with third parties as part of a Company sale or restructure, or for other reasons to comply with a legal obligation upon us.

### **Automated decision making**

No automated decisions are made using any personal information collected when using this site or whilst you are a client or supplier.

## Website Privacy Notice

### **Security**

We are committed to ensuring that your information is secure. In order to prevent unauthorised access or disclosure, we have put in place suitable physical, electronic and managerial procedures to safeguard and secure the information we collect online.

### **Data Transfers outside the EEA**

We do not send any Personally Identifiable data outside the EEA.

### **Data Processor agreements**

Where third parties are processing personal information on our behalf, they will be required to implement appropriate technical and organisational measures to meet their obligations under the Data Protection regulations and to process personal information in accordance with those regulations.

### **Your rights**

You are entitled to ask about the data that is held about you, subject to certain exceptions. This is called a Subject Access Request (SAR). These should be made by email or in writing to our Privacy Team at the following addresses:

Email: [info@designatedgroup.com](mailto:info@designatedgroup.com)

In addition, the Data Protection regulation provides the following rights for individuals:

- The right to be informed
- The right of access
- The right to rectification
- The right to erasure
- The right to restrict processing
- The right to data portability
- The right to object
- Rights in relation to automated decision making and profiling

## Website Privacy Notice

If you would like to exercise any of your rights, please email our Privacy Team on [info@designatedgroup.com](mailto:info@designatedgroup.com).

We will make every attempt to ensure you are satisfied with our handling of your data queries or requests. However, you have the right to complain to the Information Commissioners Office (ICO) if you are not satisfied with our handling of your requests about the protection of your data. Follow the link below to report a concern to the [ICO](#).