

SPACE CONSULTANCY PRIVACY POLICY

Space Consultancy (“Space”/“we”/“us”/ “our”) is committed to protecting your privacy and personal information. References to personal data in this Privacy Policy, means personal information about you, as our client or third party contractor, which identifies you or which could be used to identify you, such as your name and contact details.

This Privacy Policy sets out how and why Space uses any personal data you provide to us, and how you can control what we do with your information.

1. Who is responsible for your personal data

Space is responsible for your data, we control the data which we is provided to us by you, and as such are registered as a data controller in the United Kingdom as required by law.

2. Obtaining your personal data

We will only collect personal information that you have provided to us, via the Space website or directly to an employee or agent of Space for the purposes of carrying out our business only. We will never collect sensitive personal data about you or ask you to provide the same.

3. Using your personal data

We can only use your personal data if we have a legal reason for doing so. Under data protection law, we can only use your personal information for one or more of the following reasons: (i) When you consent to Space using your data; (ii) To fulfil a contract we have with you; (iii) If Space has a legal obligation to use your data for a specific reason; and (iv) When it is in our legitimate interests to do so.

Legitimate interests are the business reasons Space has for using your data, but if we do use your personal data for our legitimate interests, Space will not unlawfully put our interests above yours. It is likely that we will have more than one lawful basis for using your personal information for a particular purpose. If, for example, Space contacts you to follow up a business card you have given us, we shall have your consent and it will be in our legitimate interests.

4. How long will Space keep your personal information?

Space will keep your personal data only for as long as we need it (i.e. for as long as we are doing business with you), or so that we can comply with the law. We will actively review the information we hold and when there is no longer legal or business need for us to hold it, we will delete it securely.

5. How Space protects your personal data

Space use technical measures (such as encryption and password protection) to protect our systems and safeguard your personal data. We also use operational measures to protect the data, for example by limiting access to personal data to those persons that work for Space on a strictly “need-to-know” basis only. We are committed to keep these security measures under review to ensure we keep up to date with current best practice.

6. Sharing your personal data

We will not share your personal information with any third parties without your consent (unless law or any court order requires us to do so). If we seek to use your data in a manner different to the purpose for which it was collected, then we will ask for your consent prior to such use.

We promise never to sell your personal data to a third party.

7. Cookies

We do not drop cookies on our website.

8. Sending data outside of the European Economic Area

It is highly unlikely we will send your data outside of the EEA. If we do transfer data outside the EEA, we will make sure that it is protected in the same way as if it were being used in the EEA either by transferring the data to a country outside the EEA which has privacy laws at least as protective as those within the EEA; or, contracting the recipient of the data to protect the data to the same standards as required within the EEA.

9. Your Rights

Please contact info@spaceconsultancy.com to request that we correct or delete any personal data. If you get in touch, we will respond without undue delay.