

# Privacy Policy

**This is the privacy statement of Eurotas Ltd and its subsidiary companies (“Eurotas”).**

Eurotas is committed to protecting and maintaining your privacy. We comply with data protection laws that are applicable in respect of data processing within the UK. Eurotas determines the purposes and the manner in which personal data is processed. This privacy statement sets out how we collect, use and protect your personal information and your rights in relation to your information.

In this Privacy Policy the terms (“we”, “us”, “our”) refers to Eurotas Ltd and its subsidiary companies, for the purposes of the General Data Protection Regulation and it operates as the data controller (“Data Controller”) of the data we hold on you. The registered office is Tempo Road, Enniskillen, BT74 6NL

## Personal Data

Eurotas will not collect any personal data about you when accessing this website or mobile apps except where it is specifically and knowingly provided, or where it is necessary for us to process for the purposes of the provision of goods or services, and where there is a valid legal basis for doing so.

Information We May Collect From You We may collect and process information that you provide directly, by:

- Filling in forms on our website(s) or via mobile apps
- Online job applications
- Brochure requests
- The information you submit about yourself and your property, contacts, calendar information, location data, and photographs that you upload

If you contact us we may keep a record of that correspondence. Examples of personal data that you may provide to use when using this website or mobile apps, and which we may collect and process are:

Your name

- Your employer’s name
- Your occupation or position
- Contact telephone number(s) and email address
- Postal address
- Your interests
- Your IP addresses
- The method by which you found our website
- Various information stored in third-party cookies
- Employment details, where provided by you, in relation to any job application made by you via this website
- Job alert preferences that you have selected when you have subscribed to alerts via the website
- Mailing list preferences that you have selected when you have subscribed to any mailing lists via the website Centum will also collect information about your device, including where available and subject to your cookie and privacy settings, your IP address, operating system type, and browser type. We may share non-personal aggregated statistics about our website visitor traffic patterns with authorised partners, for instance, Google Analytics. We will not however collect, sell or share any information about individual users.

### **How We Will Use Your Information**

We will use the information held about you for the purposes for which it was provided to us as stated at the point of collection (or as may be obvious in the context of collection). Your personal data will be used by us in the following ways:

- To carry out our obligations arising from any agreement that we have with, or concerning you and to provide you with the information, benefits and services that you request from us
- To respond to your enquiries
- To send you any information that you have requested
- To improve our business and the service and/or products we provide
- To facilitate any interest in a career with Eurotas
- To comply with our legal obligations
- To comply with demands or requests made by relevant regulators, government bodies or law enforcement authorities in connection with any disputes or litigation
- For market research purposes
- For assisting you get on our approved supply chain We do not collect or compile personal data for release or sale to outside parties for consumer marketing purposes or host mailings on behalf of third parties.

We must have a legal reason to process your personal information. Your information will usually be processed to meet our legitimate interest to facilitate your interest in our business. In those few cases where your consent is required, this will be communicated to you at the point of collection. Unless otherwise agreed with you, we will not use your personal data for automated decisionmaking or profiling.

### **How We Store Your Personal Data**

All personal data provided to us via the use of this website is stored on systems with appropriate technical and organisational security measures and controls. These measures are reviewed regularly to make sure they remain appropriate. The transmission of information via the internet is not completely secure.

Although we will use our best endeavours to protect your personal data, we cannot guarantee the security of any third-party infrastructure or application you may use to transmit your data (for example, internet browsers, public wi-fi access). We may transfer and process your data outside of the UK. Where your personal information is to be transferred outside the UK we will take reasonable steps to ensure that there are appropriate safeguards to protect your information. We will keep your personal information for at least as long as we have a relationship with you.

When deciding how long to keep your personal information after our relationship with you has ended, we will consider our legal, regulatory and professional obligations. The accuracy of the information that we hold about you is important to us. If any of the personal information we hold about you becomes inaccurate or out of date, or you object or wish to restrict us processing it, please inform us as soon as possible using the contact details above so that we may update our records.

### **Disclosure of Your Information**

Eurotas may share your personal data with any member of our group who requires access to that information to assist you with your enquiry, and where relevant, our professional advisers.

Where required by law or regulatory agreement, or where necessary to fulfil our contract with you, we may also disclose your personal data to:

- Other companies that are engaged by us to provide services to us, in which case we will require those parties to keep that information confidential and secure and to use it solely for the purpose of providing the specified services to us;
- Our professional advisers, auditors, and insurance companies;
- Regulators, government agencies, law enforcement authorities;
- Any relevant ombudsman, dispute resolution body, or court;
- Persons or entities connected with any sale, merger, acquisition, disposal or similar change in the organisation of our business

### **Legal Basis for Processing**

For personal data which is not 'sensitive personal data' or 'special categories of personal data' under the relevant data protection laws, unless otherwise notified, we rely on a condition known as 'legitimate interests' in order to process your personal data for the purposes specified above.

We will ensure that the collection and processing of your personal data is kept to a minimum with regards to the amount of data collected and the extent of any processing and will be proportionate to meet our legitimate interests.

If applicable, we will only process 'sensitive personal data' or 'special categories of personal data' where you have provided your explicit consent to do so via a separate consent form referencing this privacy notice, or where there is an alternative legal basis for processing under the relevant data protection laws.

### **Links to Other Sites**

Our website, email communications and IT systems may contain links to other websites or services of partners and clients, or of other

third parties. The content and privacy policies of any external site are outside of our control, and we do not accept any responsibility or liability for content or policies. It is your responsibility to check the policies of a thirdparty site before you submit any personal data to them.

### **Your Rights**

The General Data Protection Regulation gives you specific rights around your personal data. For example, you have to be informed about the information we hold and what we use it for, you can ask for a copy of the personal information we hold about you, you can ask us to correct any inaccuracies with the personal data we hold, you can ask us to stop sending you direct mail, or emails, or in some circumstances ask you to stop processing your details. Finally, if we do something irregular or improper with your personal data you can seek compensation for any distress you are caused or loss you have incurred. You can find out more at the ICO's website <http://ico.org.uk/forthepublic/personalinformation> and this is the organisation that you can complain to if you are unhappy with how we deal with you.

#### **Accessing and Correcting your information**

You may request access to, correction of, or a copy of your information by contacting us at: [info@eurotasltd.com](mailto:info@eurotasltd.com)

Eurotas, 14 Beechmount Park, Enniskillen, County Fermanagh, BT74 6NL

### **Marketing Opt-Outs**

You may opt out of receiving emails and other messages from our organisation by emailing [info@eurotasltd.com](mailto:info@eurotasltd.com)

Please be aware that should you opt out, we will hold your name and contact details on a system to enable us to comply with your request and not contact you again.

### **Cookies**

Cookies are small text files that are stored on your browser or device by websites, apps, online media and advertisements. We use cookies to:

- Validate users
- Remember user preferences and settings
- Determine frequency of accessing our content.
- Ensure the effectiveness of advertising campaigns
- Analyse site visits and trends

### **Changes to our privacy**

Changes to our privacy statement We keep this privacy statement under regular review and will place any updates on this website. Paper copies of the privacy statement may also be obtained by emailing [info@eurotasltd.com](mailto:info@eurotasltd.com). This privacy statement was last updated in February 2019.