

## Website Privacy Policy

uRoster Limited (also referred to as “uRoster”, “we”, “us” or “our” throughout this privacy policy) respects your privacy and is committed to protecting your personal data. We understand that providing personal and sensitive data is an act of trust and we treat your information with respect and integrity. This privacy policy will inform you as to how we look after your personal data when you visit our website (regardless of where you visit it from) and tell you about your privacy rights and how the law protects you.

Throughout this policy we refer to “you” and “your” personal data and legal rights.

This privacy policy covers the use of our website: [www.uroster.co.uk](http://www.uroster.co.uk) (“website”)

uRoster is responsible for the website.

**Your acceptance of this privacy policy is deemed to occur upon your first use of our website. If you do not accept and agree with this privacy policy, you must stop using our website immediately.**

This privacy policy aims to give you information on how uRoster collects and processes your personal data through your use of the website, including any data you may provide through the website.

The website is not intended for children and we do not knowingly collect data relating to children.

It is important that you read this privacy policy together with any terms of use that we may provide on specific occasions when we are collecting or processing personal data about you, so that you are fully aware of how and why we are using your data.

Please note: the website may include links to third-party websites, plug-ins and applications. Clicking on those links or enabling those connections may allow third parties to collect or share data about you. We do not control these third-party websites and are not responsible for their privacy statements or processing activities. When you leave our website or systems, we encourage you to read the privacy policy of every website you visit.

### What is Personal Data?

Personal data, or personal information, means any information about an individual from which that person can be identified. It does not include data where the identity has been removed (anonymous data).

### Types of Personal Data and how we use it

We will only use your personal data where we have a lawful basis for doing so, as set out in the table below.

uRoster acts as the controller of your personal information provided by you on our website registration and contact forms.

### Data we collect about you

We may collect, use, store and/or transfer the following types of personal data about you:

- **Personal information:** full name, company name
- **Contact data:** email address and telephone number
- **Technical data:** including internet protocol (IP) address, browser type and version, time zone setting and location, browser plug-in types and versions, operating system and platform and other technology on the devices you use to access our website and/or systems
- **Usage data:** including information about how you use our website and/or systems, products and services

### How we collect your data

We use different methods to collect personal data from and about you, including through:

- Contact data: provided to us by you on our website registration and contact forms.
- Direct interactions: you may be asked to provide certain identity and contact data by filling in the forms on our website, or by corresponding with us by post, or email.
- Automated technologies or interactions: as you interact with our website and/or systems, we will automatically collect technical data about your equipment, browsing actions and patterns. We collect this personal data by using cookies, server logs and other similar technologies. Please see our cookies policy (available on our website) for further details.

### Purposes for which we will use your data

We have set out below, a description of all the ways we plan to use your personal data, and which of the legal bases we rely on to do so. We have also identified what our legitimate interests are where appropriate.

Note that we may process your personal data for more than one lawful ground depending on the specific purpose for which we are using your data.

Purpose/activity	Type of data	Lawful basis for processing
Managing our relationship with you, by keeping you updated on the development of our services and responding to your queries.	Personal information Contact data	Necessary for our legitimate interests (to keep you updated following registration of interest in our services, to respond to queries and to help improve our services)
Utilising business contact data obtained from a third-party supplier/database to generate business-to-business sales leads as part of direct marketing campaigns	Personal information Contact data	Necessary for our legitimate interests (for business-to-business direct marketing activities)

Whenever we refer to relying on our legitimate interests please note that we will always carry out a "balancing" test to make sure that we consider and safeguard your rights.

### How we disclose your Personal Data

We may share your personal data for the reasons set out below.

#### External third parties

- Service providers acting as processors based in the United Kingdom who provide IT and system administration services.
- Our sister company uCheck, for continuity of service with existing customers.

We require all third parties to respect the security of your personal data and to treat it in accordance with the law. We do not allow our third-party service providers to use your personal data for their own purposes and only permit them to process your personal data for specified purposes and in accordance with our instructions.

### Cookies

You can set your browser to refuse all or some browser cookies, or to alert you when websites set or access cookies. If you disable or refuse cookies, please note that some parts of the website may become inaccessible or not function properly. For more information about the cookies we use, please see our cookies policy, available on our website.

### **International Transfers**

The personal data that we collect from you will not be transferred to or stored at a destination outside the European Economic Area (“EEA”).

### **Retention**

We will only retain your personal data for as long as reasonably necessary to fulfil the purposes we collected it for, including for the purposes of satisfying any legal, regulatory, tax, accounting or reporting requirements.

### **Your Legal Rights**

Under the Data Protection Legislation, you have the following rights, which we will always work to uphold:

- The right to be informed about our collection and use of your personal data. This Privacy Policy should tell you everything you need to know, but you can always contact us to find out more or to ask any questions using the contact details below.
- The right to access the personal data we hold about you.
- The right to have your personal data rectified if any of your personal data held by us is inaccurate or incomplete.
- The right to be forgotten, i.e. the right to ask us to delete or otherwise dispose of any of your personal data that we hold.
- The right to restrict (i.e. prevent) the processing of your personal data.
- The right to object to us using your personal data for a particular purpose or purposes.
- The right to withdraw consent. This means that, if we are relying on your consent as the legal basis for using your personal data, you are free to withdraw that consent at any time.
- The right to data portability. This means that, if you have provided personal data to us directly, we are using it with your consent or for the performance of a contract, and that data is processed using automated means, you can ask us for a copy of that personal data to re-use with another service or business in many cases.
- Rights relating to automated decision-making and profiling. We do not use your personal data in this way.

All subject access requests should be made in writing and sent to the email or postal address detailed below. You will not usually have to pay a fee to access your personal data (or to exercise any of your other rights as set out here). However, we may charge a reasonable fee if your access request is clearly unfounded, repetitive or excessive. Alternatively, we could refuse to comply with your request in these circumstances.

For more information about our use of your personal data or exercising your rights as outlined above, please contact us using the details provided below.

It is important that your personal data is kept accurate and up to date. If any of the personal data we hold about you changes, please keep us informed as long as we have that data.

Further information about your rights can also be obtained from the Information Commissioner’s Office or your local Citizens Advice Bureau.

If you have any cause for complaint about our use of your personal data, you have the right to lodge a complaint with the Information Commissioner’s Office. We would welcome the opportunity to resolve your concerns ourselves, however, so please contact us first, using the details below.

### **Changes to this Privacy Policy**

We will review this privacy policy regularly and update it if necessary. Any updates to this privacy policy will be posted on our website and systems. You will be deemed to have accepted the new terms on your next use of the website and/or systems.

### **Marketing**

We only use your personal data for our own marketing purposes where we have obtained your business contact data from a third-party lead generation service and we are contacting you for the first time or you have opted in to receiving communication from us. If you wish to opt-out of receiving marketing communications from us, you can do so at any time by using the “unsubscribe” option within any marketing email received or contacting us at: [compliance@uroster.co.uk](mailto:compliance@uroster.co.uk)

### **Contact**

Should you have any questions about this privacy policy or our privacy practices, please contact us using the following details:

Name of Data Protection Officer: Amy Squires  
Email address: [compliance@uroster.co.uk](mailto:compliance@uroster.co.uk)  
Registered Office: Suite 3 & 4, Chiltern House, Sigford Road, Marsh Barton, Exeter EX2 8NL

**Approved by:** *George Griffiths*

**Date:** 10/07/2020

**Managing Director**