

UKELC & Co Limited

Privacy Policy

This privacy policy ("Policy") describes how UKELC & Co Limited ("UKELC & Co Limited", "we", "us" or "our") collects, protects and uses the personally identifiable information ("Personal Information") you ("User", "you" or "your") may provide on the ukelc.co.uk website and any of its products or services (collectively, "Website" or "Services"). It also describes the choices available to you regarding our use of your Personal Information and how you can access and update this information. This Policy does not apply to the practices of companies that we do not own or control, or to individuals that we do not employ or manage.

Collection of personal information

We receive and store any information you knowingly provide to us when you complete any online form including names, email addresses and telephone numbers on the Website for as long as is required to complete any services you engage us in. You can choose not to provide us with certain information, but then you may not be able to take advantage of some of the Website's features. Users who are uncertain about what information is mandatory are welcome to contact us.

Collection of non-personal information

When you visit the Website our servers automatically record information that your browser sends. This data may include information such as your device's IP address, browser type and version, operating system type and version, language preferences or the webpage you were visiting before you came to our Website, pages of our Website that you visit, the time spent on those pages, information you search for on our Website, access times and dates, and other statistics.

Use and processing of collected information

Any of the information UKELC & Co Limited collects from you may be used to improve customer service and respond to queries and emails of our customers; run and operate our Website and Services. Non-Personal Information collected is used only to identify potential cases of abuse and establish statistical information regarding Website usage. This statistical information is not otherwise aggregated in such a way that would identify any particular user of the system.

We may process Personal Information related to you if one of the following applies:

- (i) You have given your consent for one or more specific purposes.
- (ii) Provision of information is necessary for the performance of an agreement with you and/or for any pre-contractual obligations thereof and you knowingly complete the contact us section of the website
- (iii) Processing is necessary for compliance with a legal obligation to which you are subject;
- (iv) Processing is related to a task that is carried out in the public interest or in the exercise of official authority vested in us;
- (v) Processing is necessary for the purposes of the legitimate interests pursued by us or by a third party. In any case, we will be happy to clarify the specific legal basis that applies to the processing, and in particular whether the provision of Personal Data is a statutory or contractual requirement, or a requirement necessary to enter into a contract.

You can at any point **opt-out** by writing to UKELC & Co Limited at Belmont House, 20 Wood Lane, Leeds, LS6 2AE, via email to info@ukelc.co.uk or over the telephone on 0113 266 9722

Postal Marketing and Legitimate Interests

UKELC & Co Limited will contact their potential clients through the post on the basis of Legitimate Interest. We will download and use publicly available information to write to potential clients to make them aware of their rights to claim Redundancy Pay, Holiday, Pay, Arrears of Pay and Notice Pay from the Redundancy Payments Service (RPS).

UKELC & Co Limited 06916244
1st Floor Belmont House, Leeds, LS6 2AE

E chris@ukelc.co.uk T 0113 2066 9722

We will use people's data in a way they would reasonably expect which has minimal privacy impact, with justification for the process, whilst taking on extra responsibility for considering and protecting people's rights and interests. UKELC and Co Limited has carried out a Legitimate Interest Assessment (LIA) and will keep a record of this to demonstrate compliance if required, this LIA will be kept under review and repeated should circumstances change.

On all correspondence sent to potential clients UKELC and Co Limited will include a un-subscribe/opt-out option for the individual to consider and where requested will not contact this individual further placing them in our internally managed suppression file.

The rights of users

You may exercise certain rights regarding your information processed by us. In particular, you have the right to do the following:

- (i) you have the right to withdraw consent where you have previously given your consent to the processing of your information;
- (ii) you have the right to object to the processing of your information if the processing is carried out on a legal basis other than consent;
- (iii) you have the right to learn if information is being processed by us, obtain disclosure regarding certain aspects of the processing and obtain a copy of the information undergoing processing;
- (iv) you have the right to verify the accuracy of your information and ask for it to be updated or corrected;
- (v) you have the right, under certain circumstances, to restrict the processing of your information, in which case, we will not process your information for any purpose;
- (vi) you have the right, under certain circumstances, to obtain the erasure of your Personal Information from us;

The right to object to processing

Where Personal Information is processed for a public interest, in the exercise of an official authority vested in us or for the purposes of the legitimate interests pursued by us, you may object to such processing by providing a ground related to your particular situation to justify the objection. You must know that, however, your Personal Information should be processed for direct marketing purposes, you can object to that processing at any time without providing any justification. To learn, whether we are processing Personal Information for direct marketing purposes, you may refer to the relevant sections of this document.

How to exercise these rights

Any requests to exercise User rights can be directed to the Owner through the contact details provided in this document. These requests can be exercised free of charge and will be addressed by the Owner as early as possible and always within one month.

Privacy of children

We do not knowingly collect any Personal Information from children under the age of 13. If you are under the age of 13, please do not submit any Personal Information through our Website or Service. We encourage parents and legal guardians to monitor their children's Internet usage and to help enforce this Policy by instructing their children never to provide Personal Information through our Website or Service without their permission. If you have reason to believe that a child under the age of 13 has provided Personal Information to us through our Website or Service, please contact us.

Cookies

The Website uses "cookies" to help personalize your online experience. A cookie is a text file that is placed on your hard disk by a web page server. Cookies cannot be used to run programs or deliver viruses to your computer. Cookies are uniquely assigned to you, and can only be read by a web

server in the domain that issued the cookie to you. We may use cookies to collect, store, and track information for statistical purposes to operate our Website and Services. You have the ability to accept or decline cookies. Most web browsers automatically accept cookies, but you can usually modify your browser setting to decline cookies if you prefer.

- What types of cookies are set;
 - BIGipServerZebedee
 - TS01237438
 - _ga
- How long do they persist on your user's browser;
 - For the time you are on the website only 'BIGipServerZebedee' and 'TS01237438' are both "sessions cookies"
 - In the case of the Google Analytics Cookie '_ga' this is used to distinguish unique users and is set for 2 years
- What data they track;
 - BIGipServerZebedee cookie and TS01237438 cookie - are set when you move from one page to another page in the site. The cookies are classed as "strictly necessary" for the functioning of the site, and as such they are exempt from the normal requirement of user consent for the use of cookies. Neither of these two cookies store personally identifiable information, and both of them (as "session cookies") are deleted when you close your browser Session
- How to reject cookies, and how to subsequently change the status regarding the cookies.
 - You can usually switch cookies off by adjusting your browser settings to stop it from accepting cookies. Doing so however will likely limit the functionality of a large proportion of the world's websites as cookies are a standard part of most modern websites
 - It may be that your concerns around cookies relate to so called "spyware". Rather than switching off cookies in your browser you may find that anti-spyware software achieves the same objective by automatically deleting cookies considered to be invasive

Information security

UKELC & Co Limited secure information you provide on computer servers in a controlled, secure environment, protected from unauthorised access, use, or disclosure. We maintain reasonable administrative, technical, and physical safeguards in an effort to protect against unauthorized access, use, modification, and disclosure of Personal Information in its control and custody. However, no data transmission over the Internet or wireless network can be guaranteed. Therefore, while we strive to protect your Personal Information, you acknowledge that

- (i) there are security and privacy limitations of the Internet which are beyond our control;
- (ii) the security, integrity, and privacy of any and all information and data exchanged between you and our Website cannot be guaranteed; and
- (iii) any such information and data may be viewed or tampered with in transit by a third-party, despite best efforts.

Data breach

In the event we become aware that the security of the Website has been compromised or users Personal Information has been disclosed to unrelated third-parties as a result of external activity, including, but not limited to, security attacks or fraud, we reserve the right to take reasonably appropriate measures, including, but not limited to, investigation and reporting, as well as notification to and cooperation with law enforcement authorities. In the event of a data breach, we will make reasonable efforts to notify affected individuals if we believe that there is a reasonable risk of harm to

the user as a result of the breach or if notice is otherwise required by law. When we do we will post a notice on the Website, send you an email.

Legal disclosure

We will disclose any information we collect, use or receive if required or permitted by law, such as to comply with a court request, or similar legal process, and when we believe in good faith that disclosure is necessary to protect our rights, protect your safety or the safety of others, investigate fraud, or respond to a government request.

Changes and amendments

We reserve the right to modify this privacy policy relating to the Website or Services at any time, effective upon posting of an updated version of this Policy on the Website. When we do we will post a notification on the main page of our Website. Continued use of the Website after any such changes shall constitute your consent to such changes.

Acceptance of this policy

You acknowledge that you have read this Policy and agree to all its terms and conditions. By using the Website or its Services you agree to be bound by this Policy. If you do not agree to abide by the terms of this Policy, you are not authorised to use or access the Website and its Services.

Contacting us

If you have any questions about this Policy, please contact us.

This document was last updated on September 26th, 2018