

Privacy Pros Academy

Introduction

Privacy Pros Academy is a trading style of **Kazient Ltd**

This Privacy Notice explains:

- who we are
- how we collect, share and use your personal data
- how you can exercise your privacy rights

Kazient Ltd. is the Data Controller responsible for your personal data (referred to as "we", "us" or "our" in this privacy notice).

Kazient Ltd. is a limited liability company incorporated in England and Wales with registration number 09324798 and Data Controller registration number ZA548424.

Contact Us

If you have any questions about

- this privacy notice
- the use of your personal data
- or wish to request to exercise any of your rights

please contact us using the following details:

By email: dpo@kazient.co.uk

By post: Kazient Privacy Experts
The Minster Building
Great Tower St
EC3R 7AG
United Kingdom

EU Representative

You can contact our **EU Representative** by using the following details:

By email: hello@kazient.eu

By post: Kazient Privacy Experts

28 St Peter's Road

Phibsboro

Dublin 7

D07 CF53

Ireland

Making a Data Protection Complaint

If you have any concerns about the use of your personal data or the way we handle your requests relating to your rights, you can raise a complaint directly with us by using the contact details provided in this notice.

If you are not satisfied with the way we handle your complaint, you are entitled to raise a complaint directly with the UK Information Commissioner's Office via the details available on their website: www.ico.org.uk.

Personal Data We Collect from You

We collect personal data when you:

- visit our website
- register to receive things from us (such as our newsletter, summaries, guides etc)
- enter a competition or promotion
- request, purchase and use a service from us
- communicate with us (including phone calls, chat, email, web forms, social media)
- attend training with us
- attend our webinars
- request to join our groups on social media
- provide us feedback

The types of personal data we collect from you include/are:

- **Identity Data** includes your first name and last name, photos, videos, etc
- **Contact Data** includes your email address, telephone number(s), and home address
- **Profile Data** includes your gender, CV and job title
- **Engagement data** which includes your views during and after the training, posts on social media and any feedback or comments submitted to us
- **Technical Data** includes internet protocol (IP) address
- Any personal data about you included in free text boxes when you complete our web forms; including in relation to enquiries etc

It is important the personal data we hold about you is accurate and up to date.

Please keep us informed of any changes to your personal data for example change of contact details, etc.

Personal Data We Collect from Others

We do not collect any personal data about you from anyone or anywhere else.

How We Use Your Personal Data

We use your personal data for the following purposes:

Purpose/Activity	Type of Data	Lawful basis of processing
To provide information that you have requested	<ul style="list-style-type: none">● Identity● Contact	Legitimate interests To enter into a contract
To manage our relationship with you (including updating you with important changes)	<ul style="list-style-type: none">● Identity● Contact	Performance of a contract Legitimate interests
To keep you informed about our events, updates and opportunities	<ul style="list-style-type: none">● Identity● Contact● Marketing	Legitimate interests

To provide you with a service	<ul style="list-style-type: none"> ● Identity ● Contact ● Profile 	Performance of a contract
To administer and protect our business and website (including troubleshooting, data analysis, testing, system maintenance, support, reporting, and hosting of data)	<ul style="list-style-type: none"> ● Identity ● Contact ● Technical 	Legitimate interests
To use data analytics and to improve our website, services, marketing, and consumer experiences	<ul style="list-style-type: none"> ● Contact ● Technical 	Legitimate interests
To promote our products and services	<ul style="list-style-type: none"> ● Identity ● Contact ● Engagement 	Legitimate interests Performance of a contract

Where we are processing your personal data for our legitimate interests, you may object to the processing of your personal data.

We need certain personal data from you to be able to provide services to you.

Sharing Your Personal Data

When necessary, we share your personal data with:

- our service providers
- tax, government, and any relevant regulatory authorities
- prosecuting authorities and courts, and/or other relevant third parties connected with legal proceedings or claims
- law enforcement agencies
- third parties where we are required to do so by law

Transfer of Your Personal Data Outside the UK

Your personal data may be transferred outside of the UK to our trusted service providers.

We require everyone we work with to keep your personal data confidential and secure.

We ensure that suitable protection is maintained at all times by ensuring that appropriate safeguards are in place.

Retaining Your Personal Data

We keep personal data for as long as it is required by us for the

- purposes described above
- to meet our legal or regulatory obligations
- for the exercise and/or defence of any legal claims

Profiling

We do not engage in any profiling activities with your personal data.

Automated Decision Making

We do not use any automated processes to make decisions about you that produce legal or significant effects concerning you.

Your Data Subject Rights and How to Exercise Them

You have rights relating to the personal data we hold about you, however, they may be subject to various exceptions and limitations.

You can request to exercise your rights at any time by contacting us. The contact details can be found in the Contact Us section of this notice.

Your rights:

Right to be informed: We are obliged to provide clear and transparent information about our processing activities of your personal data.

Request access to your personal data (commonly known as a “data subject access request”): You have the right to understand what personal data we hold about you and why.

Request correction of the personal data: If you believe that we hold inaccurate or incomplete personal data, you have the right to request us to rectify or correct your personal data.

Request erasure of your personal data: You may ask us to delete or remove personal data where there is no good reason for us to continue to process it. Please note, however, that we may not always be able to comply with your request for erasure for specific legal reasons.

Request restriction of processing of your personal data: You may ask us to stop processing your personal data. We will still hold the data but will not process it any further. You may exercise the right to restrict processing when one of the following conditions applies:

- the accuracy of the personal data is contested
- processing of the personal data is unlawful
- we no longer need the personal data for processing but the personal data is required for part of a legal process
- the right to object has been exercised and processing is restricted pending a decision on the status of the processing

Right to Data Portability: You may request your personal data be transferred to another controller or processor, provided in a commonly used and machine-readable format. This right is only available if the original processing was on the basis of consent, the processing is by automated means, and if the processing is based on the fulfillment of a contractual obligation.

Right to Withdraw Consent: You may withdraw consent at any time if we are relying on your consent to process your personal data. This won't affect any processing already carried out before you withdraw your consent or processing under other grounds.

Right to object: You have the right to object to our processing of your personal data where:

- processing is based on legitimate interest
- processing is for the purpose of direct marketing

Please note when you request to exercise any of your rights we may request specific information from you to help us confirm your identity and keep your personal data protected.

Last updated: 14th December 2021