Clarity4D
Know Yourself | Understand Others | Excel Together

Website and External Privacy Statement

Statement of intent

Privacy and maintaining your data securely are key to the ongoing success of Clarity4D and underlines everything that we do. This notice sets out what personal information we collect about you when you interact with Clarity4D. This statement applies to use of our website and when you interact with Clarity4D directly.

For the Clarity4D assessment tool, please read the dedicated privacy statement where you can find additional information relating to this product.

The type of personal information we collect

Clarity4D collects information from you when you interact with us, whether through our website or directly. What data we collect depends on how you interact with us and the choices you make including the permissions you give us. We do not collect data about you from third parties.

We currently collect and process the following information:

- Information about your computer hardware and software that is automatically collected by Clarity4D. This information can include: your IP address, browser type, domain names, access times and referring website addresses
- Information submitted via our 'Get in Touch' enquiry form on the website, which includes name, email address, telephone, location, and role, as well as any information personal to you that you choose to share with us in the free text box
- Career information including your name, address, email address, mobile number, career history, qualifications and other information you choose to include within any job applications or speculative approaches.

Please keep in mind that if you directly disclose personally identifiable information or personally sensitive data through Clarity4D public message boards, this information may be collected and used by others. Note: Clarity4D does not read any of your private online communications.

We encourage you to review the privacy statements of websites you choose to link with Clarity4D so that you can understand how those websites collect, use and share your information. Clarity4D is not responsible for the privacy

statements or other content on websites outside of the Clarity4D and Clarity4D family of websites.

How we get the personal information and why we have it

Most of the personal information we process is provided to us by you because you have submitted your information directly to us, such as through a website enquiry or job application.

We use the information that you have given us to operate the Clarity4D website and deliver the services you have requested. We do not receive personal information indirectly from third parties, neither do we sell your data to third parties.

We may share data with our trusted partners who are required to handle your personal data in line with our data protection policy and legal requirements. This enables us to perform activities such as statistical analysis, provide customer support, send materials as required and requested, and to make and facilitate payments. All such third parties are prohibited from using your personal information except to provide these services to Clarity4D. Your information remains confidential and no sensitive personal information is shared without your explicit consent, unless we have a legal obligation to do so. You can withdraw your consent at any time by contacting us.

We track the web pages you visit within Clarity4D so that we can see the popularity of our services, as well as from where and when people are accessing our websites. This includes recording the IP address from which you're accessing the website. This also allows us to see how the website is being used to help us identify changes and improvements. This data is anonymous and we cannot identify you personally.

Under the UK General Data Protection Regulation (UK GDPR), the lawful bases we rely on for processing this information are:

(a) Your consent. You have the right to remove your consent at any time. You can do this by contacting enquiries@clarity4D.com

(b) We have a contractual obligation that is established separately.

What are cookies and how we use them

A cookie is a small text file that is downloaded onto your device through which you are accessing Clarity4D websites. It means that we can recognise your device and store information about your visits and preferences. The first time you visit our websites, you will be asked to consent to the use of cookies. None of our cookies can identify you personally.

We use cookies that are necessary for the running of the website. You can choose to accept all cookies, reject all cookies, or customise cookies according to your individual preference. Your choice of cookies may impact how the website operates. This includes selecting cookies that support analysis, marketing, or technical activities. You can change your preference at any time via our website or using the settings on your browser. We will also ask for your permission again following any significant changes to the website.

How we store your personal information

Your information is securely stored. It can only be accessed via active, secure passwords. Incorrect password submission results in the account being locked and subject to additional verification to reset.

Data is held at our secure data centre in Manchester, United Kingdom.

Our security policies, rules and procedures are written to protect your data in line with industry standards and legal requirements. This is to stop unauthorised access, improper use or disclosure, modification without authorisation, as well as unlawful destruction and any accidental loss. We expect the same standards from those with whom we work.

We keep your information for a maximum of five years after the end of the relationship with us. We will then dispose your information securely.

Your data protection rights

Under data protection law, you have rights including:

- *Your right of access*: You have the right to ask us for copies of your personal information.
- *Your right to rectification*: You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.
- *Your right to erasure*: You have the right to ask us to erase your personal information in certain circumstances.

- *Your right to restriction of processing*: You have the right to ask us to restrict the processing of your personal information in certain circumstances.
- *Your right to object to processing*: You have the right to object to the processing of your personal information in certain circumstances.
- *Your right to data portability*: You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact us at enquiries@clarity4D.com if you wish to make a request.

For more information on data protection, please refer to our Data Protection policy.

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How to complain

If you have any concerns about our use of your personal information, you can make a complaint to us at enquiries@Clarity4d.com or via our postal address:

The Grey House
3 Broad Street
Stamford
Lincolnshire
PE9 1PG.

You can also complain to the ICO if you are unhappy with how we have used your data. Clarity4D is registered with the UK Information Commissioner's Office (ICO), an independent authority set up to uphold data privacy.

ICO Registration Number: ZA102494
The ICO's address:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Helpline number: 0303 123 1113

ICO website: https://www.ico.org.uk

We wish to make our publications widely accessible. Please contact us if you have any specific accessibility requirements.