



Website Privacy notice

We are E RPOFS Solutions Ltd. We're a company registered in England and Wales with company number 14285319, whose registered address is at 42 Churchfields Road, London, BR3 4QW, UK. In this privacy notice we will refer to ourselves as 'we', 'us' or 'our'.

You can get hold of us in any of the following ways:

by e-mailing us at hello@eprofs.io; or
by writing to us at 42 Churchfields Road, London, BR3 4QW, UK

We take the privacy, including the security, of personal information we hold about you seriously. This privacy notice is designed to inform you about how we collect personal information about you and how we use that personal information. You should read this privacy notice carefully so that you know and can understand why and how we use the personal information we collect and hold about you.

We are not required to have a Data Protection Officer, but if you have any questions about this privacy notice or issues arising from it then you should contact Ian Webb, who is responsible for matters relating to data protection at our organisation, including any matters in this privacy notice. You can contact them using the details set out above.

We may issue you with other privacy notices from time to time, including when we collect personal information from you. This privacy notice is intended to supplement these and does not override them.

Details of personal information which we collect and hold about you

- We may collect minimal personal data from you where needed in order to provide our goods or services to you. This data may include but is not limited to information about you; name, job title, location or address details.
- Personal data may be collected in the following circumstances; whereby you request more information via our business website, whereby we engage with you in providing a product or service, whereby we use your details for the provision of contract agreement, statement or work or for billing information.

Details about transfers to countries outside of the UK or EEA

- Generally we do not transfer any personal data outside of the UK or EEA
- If any transfer of personal information by us will mean that your personal information is transferred outside of the UK or EEA then we will ensure that safeguards are in place to ensure that a similar degree of protection is given to your personal information, as is given to it within the EEA and that the transfer is made in compliance with data protection laws.
- We will only hold your personal data for as long as necessary. You may contact us using the details set out at the top of this notice to request any personal data we may hold about you and for your personal data to be permanently deleted from our records.



Your rights under data protection law

- Under data protection laws you have certain rights in relation to your personal information, as follows:
 - **Right to request access:** (this is often called 'subject access'). This is the right to obtain from us a copy of the personal information which we hold about you. We must also provide you with certain other information in response to these requests to help you understand how your personal information is being used.
 - **Right to correction:** this is the right to request that any incorrect personal data is corrected and that any incomplete personal data is completed.
 - **Right to erasure:** (this is often called the "right to be forgotten"). This right only applies in certain circumstances. Where it does apply, you have the right to request us to erase all of your personal information.
 - **Right to restrict processing:** this right only applies in certain circumstances. Where it does apply, you have the right to request us to restrict the processing of your personal information.
 - **Right to data portability:** this right allows you to request us to transfer your personal information to someone else.
 - **Right to object:** you have the right to object to us processing your personal information for direct marketing purposes. You also have the right to object to us processing personal information where our legal reason for doing so is the Legitimate Interests Reason (see section 4 above) and there is something about your particular situation which means that you want to object to us processing your personal information. In certain circumstances you have the right to object to processing where such processing consists of profiling (including profiling for direct marketing).
 - If you want to exercise any of the above rights in relation to your personal information, please contact us using the details set out at the beginning of this notice. If you do make a request then please note:
 - We may need certain information from you so that we can verify your identity;
 - We do not charge a fee for exercising your rights unless your request is unfounded or excessive; and
 - If your request is unfounded or excessive then we may refuse to deal with your request.

Marketing

- We will always give you the opportunity to manage how or if we market to you. In any e-mail which we send to you, we provide a link to either unsubscribe or opt-out, or to change your marketing preferences.
- If you do request that we stop marketing to you, this will not prevent us from sending communications to you which are not to do with marketing (for example in relation to services which you have purchased from us where we may be required to contact you).
- We do not pass your personal information on to any third parties for marketing purposes.



Complaints

- If you are unhappy about the way that we have handled or used your personal information, you have the right to complain to the UK supervisory authority for data protection, which is the Information Commissioner's Office (**ICO**).
- Please do contact us in the first instance if you wish to raise any queries or make a complaint in respect of our handling or use of your personal information, so that we have the opportunity to discuss this with you and to take steps to resolve the position. You can contact us using the details set out at the beginning of this privacy notice.

Third Party Websites

- Our website may contain links to third party websites. If you click and follow those links then these will take you to the third party website. Those third party websites may collect personal information from you and you will need to check their privacy notices to understand how your personal information is collected and used by them.