

## Privacy Notice

At Efficiency East Midlands Limited (EEM) ("we"), we are committed to respecting the privacy of your personal data. This privacy notice outlines how we collect and process your data and explains your rights, our obligations, and the reasons for processing your personal information. We aim to be transparent and provide clarity about our data handling practices.

Efficiency East Midlands Limited (EEM) is the data controller responsible for the processing of your personal data. Our legal name is Efficiency East Midlands Limited. We are registered in England and Wales under company number 7762614. Our registered office is located at Unit 3 Maisies Way, South Normanton, Alfreton, Derbyshire, DE55 2DS.

This privacy notice applies to the following brands and events:

- Efficiency East Midlands Limited - [www.eem.org.uk](http://www.eem.org.uk)
- Building Communities Awards - [www.bc-awards.co.uk](http://www.bc-awards.co.uk)

### Where we collect information about you from

We collect and store your information in the following circumstances:

- When you communicate with us directly.
- Through forms on our website, where you provide information voluntarily.
- Via career applications.
- Occasionally, you may provide this information to an organisation working on our behalf (e.g., Eventbrite), but we always remain responsible for your data.
- From publicly available sources, such as LinkedIn or other social media sites, where you have given permission for your information to be accessible.

### Information that we collect

We collect and process personal data, including:

- Your name
- Contact details (e.g., email, phone)
- Company details (e.g., company name, address, phone number)
- Your job title

## **How we use your personal data**

We take data privacy seriously and commit to not disclosing, sharing, or selling your data without your consent, except as required by law. We only retain your data for as long as necessary for the specified purposes, and you have the right to withdraw your consent for marketing communications at any time.

The purposes and reasons for processing your personal data include:

- Responding to your inquiries via our website, social media, applications, telephone, or in person.
- Providing our products and services and responding to related inquiries.
- Processing personal data within our products and services to which your company has subscribed.
- Fulfilling contracts with you, such as for contractors working with us or employees of our company.
- Complying with legal obligations for business accounting and taxation purposes.
- Sending marketing information when it is in your interests or the interests of your business.

## **Your Rights**

You have the right to access your personal data, including information on:

- What personal data we hold about you.
- The purposes of processing.
- Categories of personal data concerned.
- Recipients to whom the data has been/will be disclosed.
- Expected data retention periods.
- The source of data if we didn't collect it directly from you.

If you believe that your data is incomplete or inaccurate, you can request corrections. You also have the right to request data erasure, restrict processing, object to direct marketing, and be informed about automated decision-making.

## **Sharing and Disclosing Your Personal Information**

We do not share your personal information outside of our organisation without your consent, except for purposes outlined in this notice. We use third parties to provide services, but these parties process data only as instructed by us. These third parties may include our legal and accountancy professionals, email marketing systems, CRM systems, our contractors supporting our IT development and where these parties are required to access personal data, they will do so under a legal contract or an agreement known as a Data Protection Agreement, depending on their contractual status.

## **Safeguarding Measures**

We have rigorous security measures in place to protect your data from unauthorised access, alteration, or disclosure, including encryption, access controls, firewalls, and anti-virus/malware.

## **Transfers outside the United Kingdom**

We do not process or transfer personal data outside of the United Kingdom. In the case of overseas-based contractors, they work within a secure environment located in the United Kingdom.

## **Consequences of Not Providing Your Data**

While you are not obligated to provide your personal information, it may be necessary to access some or all of our products and services.

## **How Long we Keep your Data**

We retain personal information for as long as necessary and have clear review and retention policies in place. We retain data per legal requirements and for business needs.

## **Lodging A Complaint**

If you have concerns about how we handle your data, you have the right to lodge a complaint with the Information Commissioner's Office. To contact us or the ICO, use the contact details provided in this notice.

## **Contact Us**

If you have any questions, or wish to access your information or request changes, please contact us at [info@eem.org.uk](mailto:info@eem.org.uk).