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## PRIVACY POLICY

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### BACKGROUND:

The British Safety Industry Federation (BSiF) understands that your privacy is important to you and that you care about how your personal data is used and shared online. We respect and value the privacy of everyone who visits this website and any other BSiF administered sites, [www.bsif.co.uk](http://www.bsif.co.uk) [www.fit2fit.org](http://www.fit2fit.org) [www.registeredsafetysupplierscheme.co.uk](http://www.registeredsafetysupplierscheme.co.uk) and (subject to the limited exceptions in section 6, below) we do not collect personal data about you unless you contact us (see section 5, below). Any personal data we do collect will only be used as permitted by law.

Please read this Privacy Policy carefully and ensure that you understand it. Your acceptance of Our Privacy Policy is deemed to occur upon your first use of our sites. If you do not accept and agree with this Privacy Policy, you must stop using our sites immediately.

### 1. Definitions and Interpretation

In this Policy, the following terms shall have the following meanings:

<b>“personal data”</b>	Means; any and all data that relates to an identifiable person who can be directly or indirectly identified from that data. In this case, it means personal data that you give to us via our sites. This definition shall, where applicable, incorporate the definitions provided in the Data Protection Act 1998 and or EU Regulation 2016/679 – the General Data Protection Regulation (“GDPR”)
<b>“We/Us/Our”</b>	Means; The British safety Industry Federation, a limited company registered in England under company number 2949674, whose registered office is at <b>3 Austins Mews, Hemel Hempstead HP1 3AF</b> , and whose main trading address is <b>3 Austins Mews, Hemel Hempstead HP1 3AF</b>

### 2. Information About Us

- 2.1 Our site are owned and managed by us BSiF.
- 2.2 Our VAT number is 606794615
- 2.3 Our Data Protection Officer is Benedicte Ward, and can be contacted by email at [benedicte.ward@bsif.co.uk](mailto:benedicte.ward@bsif.co.uk), by telephone on 01442248744, or by post at **3 Austins Mews, Hemel Hempstead HP1 3AF**
- 2.4 We are regulated and registered with and by the Information Commissioner’s Office (ICO)

### 3. **What Does This Policy Cover?**

This Privacy Policy applies only to your use of our sites. Our sites may contain links to other websites. Please note that we have no control over how your data is collected, stored, or used by other websites and we advise you to check the privacy policies of any such websites before providing any data to them.

### 4. **Your Rights**

4.1 As a data subject, you have the following rights under the GDPR, which this Policy and Our use of personal data have been designed to uphold:

- 4.1.1 The right to be informed about our collection and use of personal data;
- 4.1.2 The right of access to the personal data we hold about you (see section 8);
- 4.1.3 The right to rectification if any personal data we hold about you is inaccurate or incomplete (please contact Us using the details in section 9);
- 4.1.4 The right to be forgotten – i.e. the right to ask us to delete any personal data we hold about you (we only hold your personal data for a limited time, as explained in section 6 but if you would like Us to delete it sooner, please contact Us using the details in section 9);
- 4.1.5 The right to restrict (i.e. prevent) the processing of your personal data;
- 4.1.6 The right to data portability (obtaining a copy of your personal data to re-use with another service or organisation);
- 4.1.7 The right to object to us using your personal data for particular purposes; and
- 4.1.8 Rights with respect to automated decision making and profiling.

4.2 If you have any cause for complaint about our use of your personal data, please contact us using the details provided in section 9 and we will do our best to solve the problem for you. If we are unable to help, you also have the right to lodge a complaint with the UK's supervisory authority, the Information Commissioner's Office.

4.3 For further information about your rights, please contact the Information Commissioner's Office or your local Citizens Advice Bureau.

### 5. **What Data Do We Collect?**

5.1 Subject to section 5.2, we do not collect any personal data from you. We do not place cookies on your computer or device, nor do we use any other means of data collection.

5.2 If you send us an email, we may collect your name, your email address, and any other information which you choose to give us.

### 6. **How Do We Use Your Data?**

6.1 If we do collect any personal data, it will be processed and stored securely, for no longer than is necessary in light of the reason(s) for which it was first collected. We will comply with our obligations and safeguard your rights under the Data Protection Act 1998 and or GDPR at all times. For more details on

security see section 7, below.

6.2 As noted above, we do not generally collect any personal data. If you contact us and we obtain your personal details from your email, We may use them as follows:

6.2.1 To reply to your email;

6.2.2 For any future contact pertaining to Federation business and our "legitimate interests".

6.3 Any and all emails containing your personal data will be deleted when the no longer fall within the definition of legitimate interest

6.4 You have the right to withdraw your consent to us using your personal data at any time, and to request that we delete it.

6.5 We will not share any of your data with any third parties for any purposes outside of legitimate interest.

## 7. **How and Where Do We Store Your Data?**

7.1 We only keep your personal data for as long as we need to in order to use it as described above in section 6, and/or for as long as we have your permission to keep it.

7.2 Your data will only be stored in the UK.

Data security is very important to us, and to protect your data We have taken suitable measures to safeguard and secure any data we hold about you (even if it is only your email address).

7.3 Steps We take to secure and protect your data include:

7.3.1 All information is kept in password protected computers and mobile devices

## 8. **How Can You Access Your Data?**

You have the right to ask for a copy of any of your personal data held by us (where such data is held). Under the GDPR, no fee is payable and we will provide any and all information in response to your request free of charge when the request is deemed simple and straightforward. Please contact us for more details at [benedicte.ward@bsif.co.uk](mailto:benedicte.ward@bsif.co.uk), or using the contact details below in section 9. Alternatively, please refer to Our Data Protection Policy [www.bsif.co.uk/download-centre/](http://www.bsif.co.uk/download-centre/)

## 9. **Contacting Us**

9.1 If you have any questions about our sites or this Privacy Policy, please contact us by email at [benedicte.ward@bsif.co.uk](mailto:benedicte.ward@bsif.co.uk), by telephone on 01442248744, or by post at **3 Austins Mews, Hemel Hempstead HP1 3AF**. Please ensure that your query is clear, particularly if it is a request for information about the data we hold about you (as under section 8, above).

## 10. **Changes to Our Privacy Policy**

We may change this Privacy Policy from time to time (for example, if the law

changes). Any changes will be immediately posted on our sites and you will be deemed to have accepted the terms of the Privacy Policy on your first use of our Sites following the alterations. We recommend that you check this page regularly to keep up-to-date.