

## **Pegasus Group - Privacy Policy**

### **1. Information that we collect**

The personal data we collect will be the information that you provide and will include your name, address, phone numbers and email address and may also include information about you from the e-mails, letters and other communications you send and documents you provide to us. We may also collect information about your usage of our website (please refer to our cookies policy on our website). We may also obtain personal data from publicly available services such as Companies House and from other persons.

### **2. Basis for processing and use of your data**

- 2.1. Where you enquire about becoming or where you become a client of Pegasus Group, the basis for our processing of your personal data will be to enter into and perform the contract between you and us. In respect of persons connected with you, such as your officers and employees where our client is an organisation, the basis for our processing will be legitimate interest.
- 2.2. Where you sign up for one or more of our newsletters, the basis for our processing of your personal data will be your consent which you will have given at that time – but will be free to withdraw at any time.
- 2.3. We may from time to time send you information about events we are holding or other matters that we believe will be of interest to you. The basis for our processing of your personal data there will be legitimate interest and/or your consent.
- 2.4. In respect of special category data about you, we will require your express consent. In other cases any processing by us of special category data will be on one or more of these bases:
  - 2.4.1. necessary for the purposes of carrying out obligations and exercising specific rights of the controller or of the data subject in the field of employment and social security and social protection law;
  - 2.4.2. necessary for the establishment, exercise or defence of legal claims;
  - 2.4.3. necessary for the assessment of the working capacity of an employee.

### **3. Disclosure of your information**

- 3.1. We may employ other companies to provide services for us. These companies will have access to the personal information needed to perform their functions and not for any other purpose.
- 3.2. If our business is merged with another business entity, your information may be disclosed to our new business partners or owners.
- 3.3. We may participate in joint marketing activities and events with third party service providers and your information may be disclosed to such third party service providers and to other delegates attending the event /activity attended by you.

- 3.4. We may disclose your details to credit reference agencies for the purpose of assessing your credit score where this is a condition of us entering into a contract with you.
- 3.5. Unless required to do so by law, we will not otherwise share, sell or distribute any of the information you provide to us without your consent.

#### **4. Security and data retention**

- 4.1. We employ appropriate security measures to protect your information from access by unauthorised persons and against unlawful processing, accidental loss, destruction and damage.
- 4.2. We will retain your information for a reasonable period or as long as the law requires, taking into account the nature of the information and purpose for which it has been obtained and is used or held.

#### **5. Changes to our privacy statement**

Any changes to our privacy statement in the future will be posted to our website and, where appropriate, provided through e-mail notification.

#### **6. Your consent**

- 6.1. By registering with us to receive one of our email update services or booking on our seminars and workshops or instructing us in connection with any matter or using any service on our website, you consent to the collection, use and processing of your information under the terms of this policy.
- 6.2. We will record when and how your consent was provided. You may withdraw your consent at any time – just email [enquiries@pegasusgroup.co.uk](mailto:enquiries@pegasusgroup.co.uk).

#### **7. Your rights**

- 7.1. You have the right to access information held about you and the right to request that information be deleted or corrected (as appropriate). You also have the right to request that your information be transferred to another organisation. You can exercise these rights at any time using the contact details in this Statement.
- 7.2. Questions, comments, concerns and requests regarding this privacy statement or our collection or use of your information are welcomed and should be addressed to [enquiries@pegasusgroup.co.uk](mailto:enquiries@pegasusgroup.co.uk)
- 7.3. The Information Commissioner's Office is the UK's supervisory authority for privacy and data protection matters – for more information visit [www.ico.org.uk/concerns](http://www.ico.org.uk/concerns)