

BROWNING TREASURY LIMITED

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PRIVACY NOTICE

We are adhering to the General Data Protection Regulation (GDPR) by ensuring that your privacy is protected.

This Privacy Notice describes the ways in which your personal data is collected and used by Browning Treasury Limited. Your personal data is collected simply by you providing us with your personal data when making enquiries, by emailing us, writing to us, texting us, or calling us and you acknowledge and agree that your personal data may be processed by us, when you contact us and give us this personal information.

It is your responsibility to review and understand this Privacy Notice prior to providing your personal data to us. You also should read our [disclaimer, by clicking here](#). If you do not accept and agree to the Privacy Notice and disclaimer, then please refrain from providing your personal data to us, accessing our website, or using our services.

Collection of Personal Data

In order to provide our services, we collect and process very basic personal data from the relevant staff of our prospects, clients, regulators and other interested parties. We may collect information from you such as, but not limited to, your name, email address, mailing address and phone numbers ("Personal Data").

You are not required to provide us with all of the personal data listed above, but if you do not do so, we may not be able to effectively provide you with our services and information for your companies.

We also may collect personal data from you that will be included in a register of attendees at one of our courses that is circulated to all the attendees, training evaluations of us that you provide to us and for the preparation of your CPD certificates.

Purpose of Processing Information

We may use and process your personal data in the following ways:

To provide our services to you for your companies

To enhance and improve our services,

To communicate with you regarding our services that may be of interest or purchased from us by your companies. Please note that GDPR does not apply to information about your company that we hold, only personal data.

To respond to your requests and enquiries

To enable course attendees to know the other attendees on their course and their objectives for attending the course

To evaluate our courses

To be able to issue CPD certificates

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Special Note About Third Party Distribution of Personal Data

We do not generally share your personal data with any third party, unless we are required to by law and except where you attend one of our courses and we provide registers of attendees, distributed to all of them and CPD certificates where we provide these to attendees, via your companies, trade bodies, professional bodies or other third party and need to share the CPD certificates with the third party for onward distribution to you, for your benefit.

Legal basis for Processing Personal Data

We will process your personal data for the purposes identified above on the following bases:

Our legitimate interests, which include processing such personal data for the purposes of providing and enhancing the provision of our services and information to you for you and your companies;

Where such processing is necessary to perform our contract with you or your company or to take steps before entering into our contract with you or your company; and

As necessary to comply with our legal obligations, resolve disputes and enforce our contractual agreements.

Retention Period for Personal Data

Whenever we collect or process your personal data we may keep it beyond the period of the relationship for the purpose for which it was collected and then we may destroy it.

Where we consider that you have provided us with personal data that is irrelevant or unnecessary, then the data will be destroyed immediately.

Storage and security of personal data

The data we collect from you will be stored locally in the UK, which you will therefore approve, when providing us with your personal data.

We will take all steps reasonably necessary to ensure that your data is treated securely and in accordance with this Privacy Notice.

Subject Access

At any point while we are in possession of or processing your personal data, you, the data subject, have the following rights:

Right to be informed of the use of your personal data

Right of access – you have the right to request a copy of the information that we hold about you.

Right of rectification – you have a right to correct data that we hold about you that is inaccurate or incomplete.

Right to erasure – in certain circumstances you can ask for the data we hold about you to be erased from our records.

Right to restriction of processing – where certain conditions apply to have a right to restrict the processing.

Right to object – you have the right to object to certain types of processing such as direct marketing.

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Individuals can find out if we hold any personal information by a free, written or verbal 'subject access request'. If we do hold information about you we will:

give you a description of it

tell you why we are holding it;

tell you who it could be disclosed to; and

let you have a copy of the information in an intelligible form.

To make a request for any personal information we may hold, you can contact us by letter, email, phone call or in person.

You can ask us to correct any mistakes by contacting us and informing us of the errors.

To protect the confidentiality of your information, we will ask you to verify your identity before proceeding with any request you make under this Privacy Notice.

Our site may, from time to time, contain links to and from the websites of our affiliates. If you follow a link to any of these websites, please note that these websites have their own privacy policies and that we do not accept any responsibility or liability for these policies. Please check these policies before you submit any personal data to these websites.

We do not hold unnecessary personal data, therefore we will be unable to provide you with any, if we do not hold it.

Complaints

Browning Treasury Limited endeavours to meet high standards when collecting and using personal information. For this reason, we take any complaints we receive about this sincerely. We encourage people to bring it to our attention if they think that our collection or use of information is unfair, misleading or inappropriate.

If you want to make a complaint about the way we have processed your personal information, you can contact us using the information below. You are also able to complain to our supervisory authority, the Information Commissioner's Office (ICO) in the UK by [clicking here](#) and following the ICO guidance provided.

Contact Information

Browning Treasury Limited, 33 St James's Square, London SW1Y 4JS, UK

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