



Asset Guardian
SOLUTIONS LIMITED

PRIVACY POLICY

BACKGROUND:

In this Policy, unless specified otherwise, words and phrases shall have the same meanings as specified in our Terms and Conditions.

ASSET GUARDIAN SOLUTIONS LIMITED, incorporated in Scotland (Registered Number SC375944), and having its Registered Office at 39 May Gardens, The Fairways, Wishaw, North Lanarkshire, Scotland, ML2 7PB (“**we/us/our**”) understands that your privacy is important to you and that you care about how your personal data is used and shared. We respect and value the privacy of Customers and will only collect and use personal data in ways that are described here, and in a manner that is consistent with Our obligations and your rights under the law.

Please read this Privacy Policy carefully and ensure that you understand it. If you do not accept and agree with this Privacy Policy, you must stop using our Services immediately.

1. Definitions and Interpretation

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

| | |
|-----------------------|---|
| “ Cookie ” | means a small text file placed on your computer or device by our Software Services when you visit certain parts of our Software Services and/or when you use certain features of our Software Services. Details of the Cookies used by our Software Services are set out in Part 14, below; and |
| “ Cookie Law ” | means the relevant parts of the Privacy and Electronic Communications (EC Directive) Regulations 2003; |

2. Information About Us

- 2.1 Our VAT number is GB990176400.
- 2.2 Our Data Protection Officer can be contacted by email at dpo@assetguardian.com or by telephone on +44(0)131 376 3500.
- 2.3 We are a member of EIC,NOF & IIOM.

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

This Privacy Policy applies only to your use of our Services.

4. **What Is Personal Data?**

Personal data is defined by the UK GDPR and the Data Protection Act 2018 (collectively, “the Data Protection Legislation”) as ‘any information relating to an identifiable person who can be directly or indirectly identified in particular by reference to an identifier’.

Personal data is, in simpler terms, any information about you that enables you to be identified. Personal data covers obvious information such as your name and contact details, but it also covers less obvious information such as identification numbers, electronic location data, and other online identifiers.

5. **What Are My Rights?**

Under the Data Protection Legislation, you have the following rights, which we will always work to uphold:

- a) The right to be informed about our collection and use of your personal data. This Privacy Policy should tell you everything you need to know, but you can always contact us to find out more or to ask any questions using the details in Part 15.
- b) The right to access the personal data we hold about you. Part 13 will tell you how to do this.
- c) The right to have your personal data rectified if any of your personal data held by us is inaccurate or incomplete. Please contact us using the details in Part 15 to find out more.
- d) The right to be forgotten, i.e. the right to ask us to delete or otherwise dispose of any of your personal data that we hold. Please contact us using the details in Part 15 to find out more.
- e) The right to restrict (i.e. prevent) the processing of your personal data.
- f) The right to object to us using your personal data for a particular purpose or purposes.
- g) The right to withdraw consent. This means that, if we are relying on your consent as the legal basis for using your personal data, you are free to withdraw that consent at any time.
- h) The right to data portability. This means that, if you have provided personal data to us directly, we are using it with your consent or for the performance of a contract, and that data is processed using automated means, you can ask us for a copy of that personal data to re-use with another service or business in many cases.
- i) Rights relating to automated decision-making and profiling. We do not use your personal data in this way.

For more information about our use of your personal data or exercising your rights as outlined above, please contact us using the details provided in Part 15.

It is important that your personal data is kept accurate and up-to-date. If any of the

personal data we hold about you changes, please keep us informed as long as we have that data.

Further information about your rights can also be obtained from the Information Commissioner's Office.

If you have any cause for complaint about our use of your personal data, you have the right to lodge a complaint with the Information Commissioner's Office. We would welcome the opportunity to resolve your concerns ourselves however, so please contact us first, using the details in Part 15.

6. What Data Do You Collect and How?

Depending upon your use of our Services we collect and hold some or all of the personal and non-personal data set out in the table below, using the methods also set out in the table.

| Data Collected | How We Collect the Data |
|--|--|
| Identity Information including Customer contact names, supplier names and sub-contractor contact names. | Manually collected by sales, production staff or management and stored within our servers, EPiC servers (business management software) and our email servers. |
| Contact information including Customer addresses, supplier addresses, sub-contractor addresses, Customer contact email addresses and telephone numbers and sub-contractor contact email addresses and telephone numbers. | Manually collected by sales, production staff or management and stored within our servers, EPiC servers (business management software) and our email servers. |
| Business information including Customer company names, supplier company names, sub-contractor company names, Customer contact job title, and sub-contractor contact job title. | Manually collected by sales, production staff or management and stored within our servers, EPiC servers (business management software) and our email servers. |
| Payment information including bank account numbers and sort code | Manually collected by our administration staff or management and stored within EPiC servers (business management software) and our bank system (Virgin Money). |

7. How Do You Use My Personal Data?

Under the Data Protection Legislation, we must always have a lawful basis for using personal data. The following table describes how we will use your personal data, and our lawful bases for doing so:

| What We Do | What Data We Use | Our Lawful Basis |
|--------------------------------------|--|--|
| Providing and managing your Account. | Customer contact names, supplier contact names, sub-contractor contact names | Legitimate Interests - Traceability, to maintain accurate project data for |

| | | |
|--|--|--|
| | <p>Customer addresses, supplier addresses, subcontractor addresses, Customer contact email address and telephone number, supplier contact email address and telephone number and sub-contractor contact email address and telephone number.</p> <p>Customer company names, supplier company names, sub-contractor company names, Customer contact job title, supplier contact job titles sub-contractor contact job titles and purchase history</p> | <p>efficient project execution and for future business opportunities.</p> |
| Administering our business. | <p>Customer contact names, supplier contact names, sub-contractor contact names</p> <p>Customer addresses, supplier addresses, sub-contractor addresses, Customer contact email address and telephone number, supplier contact email address and telephone number and sub-contractor contact email address and telephone number</p> <p>Customer company names, supplier company names, sub-contractor company names, Customer contact job title, supplier contact job titles sub-contractor contact job titles and purchase history.</p> | <p>Legitimate Interests - Traceability, to maintain accurate project data for efficient project execution, provision of support and for future business opportunities.</p> |
| Administering your online computer based training access | <p>Computer based learning username and password</p> | <p>Legitimate Interests - Managing and providing Software Services</p> |
| Managing payments for our Software Services. | <p>Bank Account Numbers and Sort Codes</p> | <p>Legitimate Interests - Managing and providing Payment Services to Suppliers and Subcontractors</p> |
| Communicating with you. | <p>Customer contact names, supplier contact names, sub-contractor contact names, Customer addresses, supplier addresses, sub-contractor addresses, Customer contact email</p> | <p>Legitimate Interests - Traceability, to maintain efficient project communications and for future business opportunities.</p> |

| | | |
|--|--|--|
| | address and telephone number, supplier contact email address and telephone number and sub-contractor contact email address and telephone number, Customer addresses, supplier addresses, sub-contractor addresses, Customer contact email address and telephone number, supplier contact email address and telephone number and sub-contractor Contact email address and telephone number, Customer company names, supplier company names, sub-contractor company names. | |
|--|--|--|

With your permission and/or where permitted by law, we may also use your data for marketing purposes which may include contacting you by email and/or telephone with information, news and offers on our products and/ or services. You will not be sent any unlawful marketing or spam. We will always work to fully protect your rights and comply with our obligations under the Data Protection Legislation and the Privacy and Electronic Communications (EC Directive) Regulations 2003, and you will always have the opportunity to opt-out.

We will only use your personal data for the purpose(s) for which it was originally collected unless we reasonably believe that another purpose is compatible with that or those original purpose(s) and need to use your personal data for that purpose. If we do use your personal data in this way and you wish us to explain how the new purpose is compatible with the original, please contact us using the details in Part 15.

If we need to use your personal data for a purpose that is unrelated to, or incompatible with, the purpose(s) for which it was originally collected, we will inform you and explain the legal basis which allows us to do so.

In some circumstances, where permitted or required by law, we may process your personal data without your knowledge or consent. This will only be done within the bounds of the Data Protection Legislation and your legal rights.

8. How Long Will You Keep My Personal Data?

We will not keep your personal data for any longer than is necessary in light of the reason(s) for which it was first collected. Your personal data will therefore be kept for the following periods (or, where there is no fixed period, the following factors will be used to determine how long it is kept). Please note the majority of the data we collect is not personal data, we only collect and store a small volume of personal data in order to be able to supply our Software Services. For transparency we have outlined below both the personal and non-personal data we collect, and the duration for which certain personal data will be held by us:

| Type of Data (which data includes personal and non-personal data) | How Long We Keep It (applicable to personal data) |
|---|--|
| Identity Information including Customer contact names, supplier contact names and sub-contractor contact names. | For as long as there is a contractual relationship with the Customer, sub-contractor or supplier. Removed within 12 months of expiry or termination of a specific contract, unless written request is made by the Customer, sub-contractor or supplier (as appropriate) to remove specific personal data earlier than this date. |
| Contact information including Customer addresses, supplier addresses, subcontractor addresses, Customer contact email address and telephone number, supplier contact email address and telephone number and sub-contractor contact email address and telephone number | For as long as there is a contractual relationship with the Customer, sub-contractor or supplier. Removed within 12 months of expiry or termination of a specific contract, unless written request is made by the Customer, sub-contractor or supplier (as appropriate) to remove specific personal data earlier than this date. |
| Business information including Customer company names, supplier company names, subcontractor company names, Customer contact job title, supplier contact job title and sub-contractor contact job titles | For as long as there is a contractual relationship with the Customer, sub-contractor or supplier. Removed within 12 months of expiry or termination of a specific contract, unless written request is made by the Customer, sub-contractor or supplier (as appropriate) to remove specific personal data earlier than this date. |
| Payment information including Bank Account Numbers and Sort Codes. | No personal data is collected, however we will remove this data from our systems within 8 weeks of expiry or termination of a specific contract between us and the Customer, sub-contractor or supplier (as appropriate). |
| Profile information including Computer Based Learning Username (“CBT Username”) and Password and Purchase History | No personal data is collected however, CBT Username and Password – will be removed within 30 days of expiry or termination of a specific contract between us and the Customer, sub-contractor or supplier (as appropriate). No personal data is collected Purchase History data will be held – Indefinitely. |

9. How and Where Do You Store or Transfer My Personal Data?

We will only store your personal data in the UK. This means that it will be fully protected under the Data Protection Legislation.

The security of your personal data is essential to us, and to protect your data, we take a number of important measures, including the following:

- limiting access to your personal data to those employees, agents, contractors, and other third parties with a legitimate need to know and ensuring that they are subject to duties of confidentiality;

- procedures for dealing with data breaches (the accidental or unlawful destruction, loss, alteration, unauthorised disclosure of, or access to, your personal data) including notifying you and/or the Information Commissioner's Office where we are legally required to do so;

10. Do You Share My Personal Data?

We will not share any of your personal data with any third parties for any purposes, subject to the following exceptions.

If we sell, transfer, or merge parts of our business or assets, your personal data may be transferred to a third party. Any new owner of our business may continue to use your personal data in the same way(s) that we have used it, as specified in this Privacy Policy.

In some limited circumstances, we may be legally required to share certain personal data, which might include yours, if we are involved in legal proceedings or complying with legal obligations, a court order, or the instructions of a government authority.

We may share your personal data with other companies in our group for administrative and company management purposes. This includes subsidiaries.

We may sometimes contract with the following third parties to supply certain products and/ or services.

| Recipient | Activity Carried Out | Sector | Location |
|---|---|-------------------------------------|------------------------------------|
| SERVOY – RAD (Rapid Application Developer Software) | Sole supplier of development software used to develop our Software. Only Customer, sub-contractor and supplier company names supplied for registration purposes to use our software. No Personal data will be shared with this third party. | Software Development | Amsterdam, Holland |
| Numerous sub-contractors used to process project data on a case by case basis dependant on key sub-contractor skills. | Specialist data processing dependant on sub-contractors expertise. | Dependant on client industry sector | Worldwide, dependant on expertise. |

If any of your personal data is shared with a third party, as described above, we will take steps to ensure that your personal data is handled safely, securely, and in accordance with your rights, our obligations, and the third party's obligations under the law.

11. **How Can I Control My Personal Data?**

11.1 In addition to your rights under the Data Protection Legislation, set out in Part 5, when you submit personal data via our Services, you may be given options to restrict our use of your personal data. In particular, we aim to give you strong controls on our use of your data for direct marketing purposes (including the ability to opt-out of receiving emails from us which you may do by unsubscribing using the links provided in our emails and/or at the point of providing your details, where applicable).

11.2 You may also wish to sign up to one or more of the preference services operating in the UK: The Telephone Preference Service (“the TPS”), the Corporate Telephone Preference Service (“the CTPS”), and the Mailing Preference Service (“the MPS”). These may help to prevent you receiving unsolicited marketing. Please note, however, that these services will not prevent you from receiving marketing communications that you have consented to receiving.

12. **Can I Withhold Information?**

You may be able to access certain parts of our Services without providing any personal data at all. However, to use all features and functions available you may be required to submit or allow for the collection of certain data.

You may restrict our use of Cookies. For more information, see Part 14.

13. **How Can I Access My Personal Data?**

If you want to know what personal data we have about you, you can ask us for details of that personal data and for a copy of it (where any such personal data is held). This is known as a “subject access request”.

All subject access requests should be made in writing and sent to the email address shown in Part 15.

There is not normally any charge for a subject access request. If your request is ‘manifestly unfounded or excessive’ (for example, if you make repetitive requests) a fee may be charged to cover our administrative costs in responding.

We will respond to your subject access request within one month of receiving it. Normally, we aim to provide a complete response, including a copy of your personal data within that time. In some cases, however, particularly if your request is more complex, more time may be required up to a maximum of three months from the date we receive your request. You will be kept fully informed of our progress.

14. **How Do You Use Cookies?**

Our Software Services may place and access certain first-party Cookies on your computer or device. First-party Cookies are those placed directly by us and are used only by us. We use Cookies to facilitate and improve your experience of our Software Services. We have carefully chosen these Cookies and have taken steps to ensure that your privacy and personal data is protected and respected at all times.

All Cookies used by and on our Software Services are used in accordance with current Cookie Law.

Certain features of our Software Services depend on Cookies to function. Cookie Law deems these Cookies to be “strictly necessary”. These Cookies are shown in the

table below. Your consent will not be sought to place these Cookies, but it is still important that you are aware of them. You may still block these Cookies by changing your internet browser's settings as detailed below, but please be aware that our Software Services may not work properly if you do so. We have taken great care to ensure that your privacy is not at risk by allowing them.

The following first-party Cookies may be placed on your computer or device:

| Name of Cookie | Purpose | Strictly Necessary |
|-----------------------|---|---------------------------|
| JSESSIONID | Required to allow the Software to function | yes |
| connection | Required to allow the Software to function | yes |
| database | Required to allow the Software to function | yes |
| expanded | Required to allow the Software to function | yes |
| login | Required to allow the Software to function | yes |
| show_login | Required to allow the Software to function | yes |

15. **How Do I Contact You?**

To contact us about anything to do with your personal data and data protection, including to make a subject access request, please use the following details (for the attention of Asset Guardian Solutions Limited Data Protection Officer):

Email address: dpo@assetguardian.com .

Telephone number: +44(0)131 376 3500.

16. **Changes to this Privacy Policy**

We may change this Privacy Policy from time to time. This may be necessary, for example, if the law changes, or if we change our business in a way that affects personal data protection.

Any changes will be immediately posted at www.assetguardian.com/about-us/services-privacy-policy/ and you will be deemed to have accepted the terms of the Privacy Policy on your first use of our Services following the alterations. We recommend that you check this page regularly to keep up-to-date. This Privacy Policy was last updated on 15/09/2022.