

**Envision Management Consultants**  
**Privacy Statement**

**Introduction**

1. This Privacy Statement lets you know what we do with information we collect about you. The statement is addressed to individuals who are users of our services i.e. our clients, prospective clients, website users, and third parties. We refer to all these individuals as "clients" or "you" in this Statement.
2. We are Envision Management Consultants. We are a long established consulting and advisory firm based in Belfast, Northern Ireland.
3. Our function is to provide a wide range of consulting, training and advisory services to both private and public sector clients. Our team aims to provide our clients with a high level of personal service and expertise in an efficient and cost effective manner.

**Your personal data – what we collect and what we do with it.**

4. To fulfil our function, we will ask for information about you. We may ask for your name, address, contact telephone number, and/or a contact email address. We may ask for more detailed information from you when we are working with you on a specific project or programme relating to the delivery of our services. All this information is known as your "Personal Data".
5. Where it is necessary, we will ask for your consent for your personal data where we have a legitimate reason for requesting it and a lawful basis for processing it.
6. We may collect information about you from other persons or organisations but if we do this, it would also form part of your "Personal Data". We only collect information from other persons or organisations where we have a lawful basis to do so or where you have given your consent to that person or organisation to share your information with us.
7. We use your Personal Data in the following ways:
  - To enable us to communicate effectively with you.
  - We cannot provide you with our services unless we can use the personal data that we collect from you to enable us to communicate with you during or prior to or after your interaction with Envision.
8. We have set out below how we will use your personal data in several ways to administer our service(s) to you.
9. Therefore, to administer our services, we may use your Personal Data in the following ways because it is in our interests to deliver and improve our services.

- To manage our IT environment and business operation and ensure security of your data and our IT operations. We can use your Personal Data in this way because it is a necessary requirement for us to provide our services to you, and we also have a legal duty to ensure the security of your data.
- To monitor and assess compliance with Envision policies and procedures and to comply with our legal, regulatory and good governance obligations. We can use your Personal Data in this way because we have a legitimate interest to do so and it will assist us to provide the best service to you.
- For training purposes, we can use your Personal Data in this way because we have a legitimate interest to do so and it will assist us to provide the best service to you.

### **Sharing Personal Data**

10. We may also supply HMRC with the personal data of our employees to fulfil their and our taxation and national insurance responsibilities.
11. To a third party in the event of any reorganisation, merger, sale, joint venture, assignment, transfer or other disposition of all or any portion of our business, assets or stock (including in connection with any bankruptcy or similar proceedings).
12. As we believe to be necessary or appropriate - To comply with a legal process, to respond to requests from public and government authorities including public and government authorities outside your country of residence, to enforce our terms and conditions, to protect our operations, to protect our rights, privacy, safety or property, and/or that of you or others; to detect and prevent crime, including fraud;
13. We will share your personal data with persons acting on your behalf but only where we have your consent to do so.

### **Cookies on our website(s)**

14. Our site uses cookies – small text files that are placed on your machine to help the site provide a better user experience. In general, cookies are used to retain user preferences, store information for things like shopping carts, and provide anonymised tracking data to third party applications like Google Analytics.
15. As a rule, cookies will make your browsing experience better. However, you may prefer to disable cookies on this site and on others. The most effective way to do this is to disable cookies in your browser. We suggest consulting the Help section of your browser or that you look at the “About Cookies” website which offers guidance for all modern browsers"

16. Our Website may place and access certain Cookies on your computer. Envision uses Cookies to improve your experience of using the Website and to improve our range of products and services. Envision has carefully chosen these Cookies and we have taken steps to ensure that your privacy is always protected and respected.
17. All Cookies used by our Website are used in accordance with current EU & UK legislation in relation to the use of Cookies.
18. Prior to our website placing Cookies on your computer, you will be presented with a message bar asking for your consent to set those Cookies. By giving your consent to the placing of Cookies, you are enabling Envision to provide a better experience and service to you. You may, if you wish, deny consent to the placing of Cookies; however certain features of our website may not function fully or as intended.

Our website may place the following Cookies:

#### **Strictly necessary cookies**

19. These are cookies that are required for the operation of our website. They include, for example, cookies that enable you to log into secure areas of websites, use a shopping cart or make use of e-billing services. We do not have any of these options on our website.

#### **Analytical/performance cookies**

20. They allow us to recognise and count the number of visitors and to see how visitors move around our website when they are using it. This helps us to improve the way our website works, for example, by ensuring that users are finding what they are looking for easily.
21. You can choose to enable or disable Cookies in your internet browser. By default, most internet browsers accept Cookies, but this can be changed. For further details, please consult the help menu in your internet browser.
22. You can choose to delete Cookies at any time; however, you may lose any information that enables you to access our website more quickly and efficiently including, but not limited to, your personalised settings.
23. We recommend that you ensure that your internet browser is up-to-date and that you consult the help and guidance provided by the developer of your internet browser if you are unsure about adjusting your privacy settings.
24. As outlined above, for more information generally on cookies, including how to disable them, please refer to [aboutcookies.org](http://aboutcookies.org).

#### **Securing your Personal Data**

25. Where we hold your personal data, we undertake to take all reasonable steps to keep it secure, in both hard copy and digital/electronic formats.

### Data Processing overseas

26. Envision does **NOT** use data storage facilities outside the European Union or the European Economic Area. We currently only use encrypted secure cloud storage within the UK as a back-up data storage service for all our business data.

### Contacting us about this Statement

27. Mr Martin McBride is the designated Controller of Personal Data for Envision. He can be contacted by ringing the main office on +44 (0) 28 90 452777 or emailing us at [info@envision-ni.co.uk](mailto:info@envision-ni.co.uk).

28. We are not required by current data protection legislation to have a specific Data Protection Officer (DPO). However, we take our data protection responsibilities seriously and have a designated data protection lead within our organisation. Our Practice Manager has responsibility as our data protection lead and can be contacted by ringing the main office on +44 (0) 28 90 452777 or emailing us at [info@envision-ni.co.uk](mailto:info@envision-ni.co.uk). Our Practice Manager is responsible for addressing any queries or questions you may have about this privacy statement or dealing with your requests to exercise your rights which are described below.

We recognise and respect your data protection rights as a data subject. To facilitate your rights, you can contact us at the telephone number and/or the email address above and/or in writing by letter addressed to our Practice Manager, Envision Management Consultants Suite 207, City East, Newtownards Road, Belfast BT4 1GW for one or more of the following reasons:

- To ask us to amend or update any information that we hold about you that is wrong or incomplete, this is known as *"your right to rectification"*.
- To ask us to delete any information that we hold about you, this is known as *"your right to erasure"*.
- To tell us you no longer agree to us using information that we may hold, about you and asking us to stop, this is known as *"your right to object"*.
- To tell us to stop using information that we may hold about you to inform you of our services, this is known as *"your right to restrict processing"*.
- To make a "data subject access request", which is a request by you for us to send you the personal data that we have about you.
- To ask us to provide you or someone else (on your request) in a structured, commonly used and machine-readable format with any information that you have provided to us about yourself. This is known as *"your right of "data portability"*.

- To ask us not to use information that we hold about you in a way that allows computers to make decisions about you based solely on automated processing. This is known as “*your right to restrict automated decision making*”.

29. Sometimes we will not stop using your information when you ask us to, for the legitimate and lawful reasons described in this Statement, but we will tell you about this if you make a request.

30. In other cases, if we stop using your information we will not be able to provide the services that you are asking us to give you. We will tell you about this if you make a request.

### **Complaints**

31. You have the right to complain to the Information Commissioner's Office (ICO) about how we treat your Personal Data and Sensitive Personal Data. The ICO can be contacted at: <https://ico.org.uk/global/contact-us/>

32. We are registered with the ICO. Our registration number is: Z8021799

33. We are only allowed to keep your information if we need it for one of the reasons we have described above.

34. We will keep it for up to 7 years to satisfy HMRC requirements or for as long as required where there may be additional legal or contractual requirements.

### **Profiling**

35. We will not use your personal data to engage in any form of profiling or automated decision making with the use of a computer system.

### **Changes to this Privacy Statement**

36. We may require to up-date this Privacy Statement from time to time. We will notify you of the changes on our website where we are required by law to do so.

37. This is our first Privacy Statement under the new Data Protection Act 2018. It is version 01/2018, which was produced in August 2018. In the future we will always provide the current Privacy Statement on our website. Previous versions of the statement will be available on request using the following contact details: Tel. +44 (0) 28 90 452777 or emailing us at [info@envision-ni.co.uk](mailto:info@envision-ni.co.uk).