

PRIVACY NOTICE

Last Updated: 10 March 2023

This privacy notice describes our Policies and procedures on the collection, use and disclosure of Your information when You use ELITE's Service and tells you about Your Privacy right and how the law protects you.

ELITE Supported Employment (ELITE) is committed to ensuring that your privacy is protected. Should we ask you to provide certain information by which you can be identified when using this website, then you can be assured that it will only be used in accordance with this privacy statement.

What we collect

We currently collect the following information:

- Personal identifiers, contacts and characteristics (for example, name, and contact details)
- contact information including email address
- organisation
- demographic information such as postcode, preferences and interests

How we get the personal information and why we have it

Most of the personal information that we process is provided directly to us by you for one of the following reasons:

- To provide and maintain our Service.
- For the performance and maintenance of a contract
- To manage your requests
- To provide you with news, special offers and general information about other goods, services and events which we offer that are similar to those that you have already purchased or enquired about, unless You have opted not to receive such information.
- For other purposes: We may use Your information for other purposes, such as data analysis, identifying usage trends, determining the effectiveness of our promotional campaigns and to evaluate and improve our Service, products, services, marketing and your experience.

What we do with the information we gather

We require this information to understand your needs and provide you with a better service.

We may share this information with business partners to offer You certain products, promotions or services.

Under the UK General Data Protection Regulation (UK GDPR), the lawful bases we rely on for processing this information are:

- Your consent. You are able to remove your consent at any time. You can do this by contact information@elitesea.co.uk.
- We need it to perform a task.
- We have a legitimate interest.

Internal record keeping

We may use the information to improve our projects and services.

From time to time, we may also use your information to contact you for market research purposes. We may contact you by email, phone or mail. We may use the information to customise the website according to your interests.

Security

We are committed to ensuring that your information is secure. We keep your TYPE OF INFORMATION for TIME PERIOD. We will then dispose of your information by HOW WE DESTROY IT.

Your Data Protection Rights

Under data protection law, you have rights including:

Your right of access	You have the right to ask us for copies of your personal information.
Your right to rectification	You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.
Your right to erasure	You have the right to ask us to erase your personal information in certain circumstances.
Your right to restriction of processing	You have the right to ask us to restrict the processing of your personal information in certain circumstances.

Your right to object to processing	You have the the right to object to the processing of your personal information in certain circumstances.
Your right to data portability	You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact us at information@elitesea.co.uk if you wish to make a request.

How to Complain

If you have any concerns about our use of your personal information, you can make a complaint to us at sclarke@elitesea.co.uk.

You can also complain to the ICO if you are unhappy with how we have used your data.

The ICO's address:
Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Helpline number: 0303 123 1113
ICO website: <https://www.ico.org.uk>

Changes to this Privacy Notice

We may update Our Privacy Notice from time to time. We will notify You of any changes by posting the new Privacy Notice on this page.

We will let You know via email and/or a prominent notice on Our Service, prior to the change becoming effective and update the "Last updated" date at the top of this Privacy Notice.

You are advised to review this Privacy Notice periodically for any changes. Changes to this Privacy Policy are effective when they are posted on this page.





8 Magden Park, Llantrisant
Rhondda Cynon Taf, CF72 8XT



01443 226664



information@elitesea.co.uk