

# WEBSITE PRIVACY NOTICE

1<sup>ST</sup> May 2018

This privacy notice informs you of how, when and why SLR collects personal data and lets you know how your personal data will be used.

## Information about us

The SLR Group, has headquarters in the UK. The registered address is: 7 Wornal Park, Menmarsh Road, Worminghall, Aylesbury, Bucks HP18 9PH

This privacy notice applies directly to those SLR Group companies operating within the European Economic Area but is also applicable to SLR Group Companies outside of the European Economic Area with whom we may transfer data.

## The information we may collect

The Group is committed to maintaining the privacy of all individuals with whom we interact.

We may collect or obtain information about you from different places including:

- directly from you
- from a third party acting on your behalf e.g. an intermediary or broker
- from publicly available sources
- when we generate it ourselves
- from other organisations.

We will only collect information about you in line with relevant regulations and law. This information may relate to any of the services we offer.

We do not capture or store any personally-identifying information (such as your e-mail address, name, title, or postal address) without your knowledge when you visit our website. You are always able to choose whether or not to provide such information to us.

## How we might use your information

Any data you do provide, via our enquiry form or as part of our working relationship with you will be treated in the strictest confidence and held securely. We will only use your data for the activities that you have consented to.

## Website Visitor Tracking

To maintain and improve site quality and integrity, website usage is tracked by Google Analytics. All data that is tracked is anonymous. We use Google Analytics Demographics and Interest Reporting tools to provide a better understanding of who is visiting the website.

Other sites to which we provide links may be governed by different policies. We do not assume responsibility for the content or information practices of these other websites, and we strongly encourage you to review the privacy statements and policies of all externally-linked websites.

### Use of Cookies

Cookies are small text files that are stored on the devices (computer/tablet/mobile) to access our website.

SLR uses cookies to improve the user experience and to provide us with information about how our website is used so that we can make sure it is up to date, relevant and error free.

The following types of cookies are used on this website:

- **Session Cookies:** These basic cookies are used to carry out the essential functions on websites, such as identifying you as a user, remembering you from page to page within the website, and maintaining log in details for the session or a transaction. These expire as soon as you close your browser, or after a short period of typically 20 minutes of inactivity.
- **Persistent Cookies:** These are the small text files that are created in the cookies folder of your web browser by the website. They can contain information to record specific browsing information such as how you reached the website, the pages you view, options you select, and the path you have taken through the site. These typically remain in your cookies folder.

List of cookies used by this website:

Cookie Type	Cookie Name	Description
Persistent Cookie	<b>_gat</b>	Google Analytics uses these cookies to define user sessions, and provide core features in its Analytics reports. Google drops and updates these cookies only for the purposes of collecting data for these reports.
Persistent Cookie	<b>_ga</b>	Google Analytics uses these cookies to define user sessions, and provide core features in its Analytics reports. Google drops and updates these cookies only for the purposes of collecting data for these reports.
Persistent Cookie	<b>_gid</b>	Google Analytics uses these cookies to define user sessions, and provide core features in its Analytics reports. Google drops and updates these cookies only for the purposes of collecting data for these reports.
Session Cookie	<b>CraftSessionId</b>	A basic session identifier that enables the website application to identify your browser session, it is strictly necessary for the website to work.

Cookie Type	Cookie Name	Description
<i>Persistent Cookie</i>	<b>region</b>	A cookie that stores data stating what global region you specified during your last visit to the website. It stores no other information.

Using slrconsulting.com means you agree to the use of cookies in the manner described above. You can choose to restrict cookies set on slrconsulting.com through your browser settings at any time. For more information about how to do this, and about cookies in general, you can visit [www.allaboutcookies.org](http://www.allaboutcookies.org).

#### Your consent and control

Before cookies are placed on your device you will see a banner at the top of your screen requesting your consent to set those cookies. By giving your consent, you are enabling us to provide the best possible experience and service to you. You may, if you wish, deny consent for any cookies other than those which are strictly necessary; however certain features of our site may then not function as intended.

You will be given the opportunity to allow or deny different categories of cookie that we use. You can return to your cookie preferences to review this at any time.

#### E-newsletters

In regions where we deliver our regular e-newsletters, we use a third party provider, MailChimp or Vision6, to deliver these. We gather statistics around email opening and clicks to help us monitor and improve our e-newsletters. We do not assume responsibility for the content or information practices of these other websites, and we strongly encourage you to review the privacy statements and policies of all externally-linked websites

We want to give you control over our use of your data for direct marketing purposes. This means you can opt-out of receiving emails from us at any time by unsubscribing using the link provided in our emails.

#### Who we can share your information with

We may share your information with other companies we work in partnership with and other SLR Group companies. We may also share your information with others outside of the SLR Group e.g. government authorities, sub-contractors or suppliers providing services on our behalf. We will obtain your agreement if data is shared with third-parties

#### Links to other websites

This privacy notice does not cover the links within the company website linking to other websites. We encourage you to read the privacy statements on the other websites you visit.

#### Data Security

Personal data collected from the website is held within a secure environment and follows the SLR Data Protection Procedure.

## Information retention

We will keep your information for as long as you have a relationship with us. After it ends we will keep it where we may need it for our legitimate purposes – for example, to help us respond to queries or complaints, or for other reasons (such as internal project experience and/or, reference projects if you have agreed to allow us to share the project details with other potential clients) and responding to requests from regulators.

Personal data collected from the website is retained in an active processing environment for marketing purposes for a period of three years.

## Transferring your information overseas

Your information may be transferred and stored in countries outside the European Economic Area, including some that may not have laws that provide the same level of protection for personal information. When we do this, we will ensure it has an appropriate level of protection.

## Your rights

You have a number of rights relating to your information e.g. to see what we hold, to ask us to share it with another party, ask us to update incorrect or incomplete details, to object to or restrict processing of it, to make a complaint etc

Please contact our Data Protection Officer to request access to information we may hold about you by completing the Subject Access Form, <http://slrconsulting.com/slr-policies/SAR> and returning to [DataProtection@slrconsulting.com](mailto:DataProtection@slrconsulting.com)

You can read more about these rights on your country's independent information protection commission website:

- UK - [Information Commissioner's Office](#)
- France - [Commission Nationale de l'Informatique et des Libertés](#)
- Ireland - [Office of the Information Commissioner](#)

Under GDPR you also have the right:

- to be informed of our collection and use of personal data, as well as the right to access this data and re-use it;
- to rectify this data if it is inaccurate;
- to ask us to delete any personal data we hold about you;
- to restrict the processing of your personal data and to select which purpose it is used for.

## Queries or complaints

SLR takes the security of personal data very seriously. Please let us know if you feel the collection or use of personal information is in any way unfair, misleading or inappropriate.

If you have any queries on the processes we use to collect or store data or have any suggestions on how we could improve our processes please do get in touch with our Data Protection Officer, [DataProtection@slrconsulting.com](mailto:DataProtection@slrconsulting.com)

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Similarly, if you want to make a complaint about the way we have processed your personal information, we would first ask that you contact us directly to discuss this and allow us to remedy the situation. You are also able to lodge a complaint with the Information Commissioner Office (ICO), the statutory body which oversees data protection law. Details of how to do this can be found on their website [www.ico.org.uk/concerns](http://www.ico.org.uk/concerns).

### Changes to this privacy notice

We keep our privacy notice under regular review and may periodically make changes to this notice. We recommend that you revisit this Privacy notice and our other policies on occasion to learn of any changes. This privacy notice was last updated on 1st May 2018.

### How to contact us

If you have any questions or concerns regarding this privacy policy, please direct them to [DataProtection@slrconsulting.com](mailto:DataProtection@slrconsulting.com) or contact our Data Protection Officer, Matt Daw:

#### **Issued on behalf of**

SLR Management Ltd, registration number 6538090

SLR Consulting Ltd, registration number 3880506

SLR Environmental Consulting (Ireland) Ltd, registration number 253332

SLR Consulting France SAS, registration number 807392980