



Website Privacy Notice

Last updated 05/09/2024

Background and scope

SARD JV Ltd ("we", "our", "us") is committed to safeguarding the privacy of visitors to our website. This Privacy Notice explains how we collect, use, and protect your personal information when you visit this website or provide information via our contact form, in compliance with the Data Protection Act 2018 and the UK General Data Protection Regulation (UK GDPR). For the avoidance of doubt, User Data held within the SARD software product systems remains in the Control of the Trust or Organisation who holds a contract with us as Processors and is not within the scope of this notice.

Personal data is any information relating to an identified or identifiable living person. It is our policy to be transparent about how and why we collect and process personal data.

About us

SARDJV Ltd is registered at 76 Canterbury Innovation Centre, University Road, Canterbury, Kent CT2 7FG. For the purpose of the Data Protection Act 2018, we are the data controller of your personal data. If you have any questions about this notice, or if you wish to exercise your rights herein, please contact us at gdpr@sardjv.co.uk or at the address given above.

What information do we collect?

We may collect and process the following personal data when you visit our website or use our contact form:

- Contact Information: When you submit an enquiry via our contact form, we collect your name, email address, organisation, phone number, and any other information you choose to provide.
- Technical Data: We may collect non-identifiable technical data through cookies, including your IP address, browser type, pages visited, and other basic analytics data. Please see our on-screen Cookie Consent Preferences for more information.

How we use your personal information

We use your data for the following purposes:

- **Enquiry and Mailing List Contact Forms:** We use the information you provide in contact forms to respond to your enquiries and to follow up on any requests or communications. This information will be used only for these purposes unless you consent to further contact (e.g., newsletters).
- **Analytics:** We may collect non-identifiable data to help us understand how visitors interact with our website, allowing us to improve the user experience and identify improvements and opportunities for our service.

We will not sell or share your personal data with third parties, except where necessary to provide our services or comply with legal obligations. In some cases, we may need to share your data with trusted service providers or processors in order to facilitate the purposes listed above - for example data storage, email providers, CRM and contact management systems.

All third-party providers are subject to Data Processing Agreements and comply with UK GDPR.

We will not share your information outside the EU unless specific safeguards are in place, for example by using approved Standard Contractual Clauses and/or the destination is included in the GDPR list of countries meeting the adequacy criteria.

Cookies

Our website may use cookies to enhance your browsing experience and perform certain functions. Cookies are small text files stored on your device by your browser. You will find detailed information about all cookies currently in use within the Cookie Consent area on this website, where you can also choose to disable them. You may also control the cookies used by our website by modifying the settings in your browser. If cookies are disabled, this may mean you are not able to take full advantage of all the features on our site.

For how long do we retain your personal information?

Unless otherwise agreed, we will hold your personal information:

- For as long as we have reasonable business needs such as responding to your enquiry, managing our contract with you and our operations.
- For retention periods in line with legal and regulatory requirements or guidance.

How and when can you withdraw your consent?

If we are relying on your consent to process or hold personal data, you can withdraw this at any time by contacting us on the details above.

What should you do if your information changes?

You can contact us at any time to update the details we hold

Your Rights

As a visitor or user of our website, you have the following rights under UK GDPR:

- **Right of Access:** To request a copy of the personal data we hold about you.
- **Right to Rectification:** To correct any inaccuracies in your personal data.
- **Right to Erasure:** To request deletion of your personal data, under certain conditions.
- **Right to Restrict Processing:** To request limited processing of your personal data.
- **Right to Object:** To object to our processing of your personal data, including for marketing purposes.

If at any point you believe the personal information we hold on you is incorrect, you want us to correct or delete that information, or you no longer want us to hold that information or contact you, you can exercise your rights under the current Data Protection laws. To exercise any of these rights or make any queries regarding them, please contact us at gdpr@sardjv.co.uk.

For more information about your personal data rights please visit the [Information Commissioner Office website](#)

Data Security

We take appropriate technical and organisational measures to ensure the security of your personal data, including encryption, access controls, and secure storage of information.

Changes to This Privacy Notice

We may update this Privacy Notice from time to time to reflect changes in our practices or legal obligations. The latest version of this Notice will always be available on our website.