

DATA PRIVACY NOTICE

1.0 Your personal data – what is it?

Personal data relates to a living individual who can be identified from that data. Identification can be by the information alone or in conjunction with any other information in the data controller's possession or likely to come into such possession. The processing of personal data is governed by the General Data Protection Regulation (the "GDPR").

2.0 Who are we?

Concept Engineering Consultants Limited is the data controller for the Personal Information provided by clients, business partners, and other individuals, including website users and job applicants who access the Concept "Careers" website ("Data Subjects"). This means Concept decides how your personal data is processed and for what purposes. If you have any questions about the data controller of your Personal Information, please refer to the "Contact us" section below.

The types of Personal Information that Concept collects and processes about you depend on whether you are a potential or existing client or business partner, a Concept website user or an applicant to a position within Concept. Where you provide Concept with Personal Information about other individuals (for example, other people within your organization), please refer them to this Privacy Policy.

3. Collection and Use of your Personal Information.

Concept Engineering Consultants Limited complies with its obligations under the GDPR by keeping personal data up to date; by storing and destroying it securely; by not collecting or retaining excessive amounts of data; by protecting personal data from loss, misuse, unauthorised access and disclosure and by ensuring that appropriate technical measures are in place to protect personal data.

3.1 CONCEPT WEBSITE USERS, OR PERSONS INTERACTING WITH CONCEPT ON SOCIAL MEDIA OR BY EMAIL

3.1.1 What information may Concept collect?

- Your name.
- Company.
- Title.
- Email address.
- Telephone number.
- Your IP address.
- Information obtained through our use of cookies and widgets.

For more information, please see the Concept Cookie Policy.

3.1.2 How will Concept collect your Personal Information?

- Through requests or inquiries to Concept through e-mail, social media sites or affiliated blogs.
- Through a subscription to a Concept newsletter, blog or other marketing related messages.
- Through your access to Concept websites (cookies may be placed on your computer or mobile device).

3.1.3 What does Concept use your Personal Information for?

Concept uses the Personal Information it is provided with for legitimate business purposes, including marketing its services, engaging in business development activities or as otherwise permitted by applicable law. The following are examples of the ways Concept uses your Personal Information for business purposes:

- To answer any inquiries or requests you make.
- To further communicate with you on any matter relating to your inquiry or request.
- To contact you about other Concept information and services that may be of interest to you. (See section for “Recipients of Concept electronic messages”).

3.1.4 Who will Concept share your Personal Information with?

Concept will not sell, rent or trade your Personal Information to any third party and will only share your Personal Information with:

- Other Concept entities.
- Third party service providers, who process data on Concepts behalf or who facilitate or are outsourced one or more aspects of the operation of the websites or the business such as our website providers and IT providers.
- Specific third parties in the context of a merger, acquisition, or sale of all or a portion of Concept assets. In such cases, due notifications, as required by law, will be made.
- Third parties where Concept is required by law, such as to comply with a subpoena, or similar legal process in any country where Concept operates or to conduct any similar sharing permitted by applicable law.

3.2 POTENTIAL OR EXISTING CLIENTS OR BUSINESS PARTNERS

3.2.1 What information may Concept collect?

- Your name.
- Title.
- Company.
- Email address.
- Information gathered from public sources such as internet searches.

3.2.2 How will Concept collect your Personal Information?

- Through requests or inquiries to Concept through e-mail, social media sites or affiliated blogs.
- Through a business event or conference.
- In person (for example, if you provide your business card to a Concept employee).
- Provisions of services for or otherwise contracting with Concept
- Through the development of business partnerships.
- At the occasion of visiting Concept offices, facilities or accessing Concept systems.
- Through direct contact with Concept by telephone (voice over IP (VOIP) telephones may capture your Personal Information).
- From public sources, such as internet searches, your company website and social media sites (such as LinkedIn and Twitter through questions, answers, comments and retweets between you and Concept).

3.2.3 What does Concept use your Personal Information for?

Concept uses the Personal Information it is provided with for legitimate business purposes including to enter into or preform obligations under the contract Concept holds with you, or to engage with clients and business partners, to deliver its professional services, or as otherwise permitted by applicable law. The following are examples of the ways Concept uses your Personal Information for business purposes:

- To provide professional services.
- To engage you as a business partner.
- To manage Concept business relationship with you or your employer.
- To comply with legal obligations.
- To investigate and prevent fraud or misconduct.
- To issue communications or billings around projects, contracts or joint endeavours.
- To pursue or contract for work.
- To evaluate prospective service providers.
- To answer questions and inquiries related to services of either party.
- To otherwise conduct everyday business activities, such as business development, business planning, strategic reviews and statistical, evaluation and reporting purposes.
- To contact you about other Concept information and services that may be of interest to you. (See section for “Recipients of Concepts electronic messages”).

3.2.4 Who will Concept share your Personal Information with?

Concept will not sell, rent or trade your Personal Information to any third party and will only share your Personal Information with:

- Other Concept entities.

- Specific third parties in the context of a merger, acquisition, or sale of all or a portion of Concept assets. In such cases, due notifications, as required by law, will be made.
- Third party service providers, who process data on Concept's behalf or who facilitate or are outsourced one or more aspects of the operation of the websites or the business. Third party service providers include IT service providers, lawyers in connection with actual or threatened litigation, and auditors.
- Concept business partners who provide services to our clients.
- Concept clients where you are a business partner.
- Third parties where Concept is required by law, such as to comply with a subpoena, or similar legal process in any country where Concept operates.
- To third parties when it is reasonably believed that disclosure is necessary to protect people's safety, security, rights or property, or as otherwise permitted by applicable law.
- To the police or financial crime and fraud detection agencies to investigate fraud or corruption, or to conduct any similar sharing permitted by applicable law.
- To a government entity in response to a government request.
- Third parties where Concept is required by law, such as to comply with a subpoena, or similar legal process in any country where Concept operates.

3.3 POTENTIAL OR EXISTING JOB APPLICANTS

Concept collects and processes your Personal Information when you apply for a job at Concept, including for applications made on the Concept Careers website. In accordance with applicable law, Concept may keep the information you submit in connection with an application for employment and for future consideration.

3.3.1 What Information may Concept collect?

- Your name.
- Address.
- Contact details.
- Education background.
- Employment history.
- Reference or results of employment checks.
- Your resume (CV).
- Information obtained from your cover letter and in the context of your job application.

All information provided in job applications must be accurate and any errors may result in withdrawal of an offer of employment or termination of employment. When applying through Concept Careers webpages you may delete your CV at any time by sending an e-mail to the contact details below.

3.3.2 How will Concept collect your Personal Information?

- Directly from you or a recruitment agent when you provide it in your resume (CV) or in the context of a job application.

- From Concept Careers webpages.
- From references you provide.
- From references received from third parties such as education institutions or your current or past employers.
- From employment checks, including from publicly available sources, such as Google and LinkedIn.

3.3.3 What does Concept use your Personal Information for?

Concept uses the Personal Information it is provided with for legitimate business purposes, including to enter into an employment relationship with you, and because there is a legitimate business need to assess job applications or as otherwise permitted by applicable law. The following are examples of the ways Concept uses your Personal Information for business purposes:

- To consider your application and assess your suitability for the position applied for or for other suitable positions that might match your profile.
- To check/obtain information or references about you from third parties.
- To inform you of job opportunities, forums, actions or publications that might be of interest to you, as requested.
- To review and assess Concept's hiring policies, practices and statistics.

3.3.4 Who may Concept share your Personal Information with?

Concept will not sell, rent or trade your Personal Information to any third party and will only share your Personal Information with:

- Other Concept entities.
- Specific third parties in the context of a merger, acquisition, or sale of all or a portion of Concept assets. In such cases, due notifications, as required by law, will be made.
- Third parties contacted by Concept to verify your information and to obtain references such as your previous employers or education institutions.
- Third party service providers which Concept uses as part of the job application process.
- Third parties where Concept is required by law, such as to comply with a subpoena, or similar legal process in any country where Concept operates, or to conduct any similar sharing permitted by applicable law.

3.5 RECIPIENTS OF CONCEPT ELECTRONIC MESSAGES

When you provide contact data to Concept, including through Concept websites, such as name and email address, Concept may send you commercial electronic messages (such as emails) related to its services. If you receive such messages from Concept, you may be in a business relationship with Concept, you may have provided express or implied consent to receive commercial electronic messages from Concept, or the electronic communication may not be subject to legal consent requirements. You may opt out of receiving marketing related electronic messages by clicking on the unsubscribe link contained in the footer of the message

or by sending a blank email to unsubscribe@concept.co.uk. Please note that even if you opt-out of commercial electronic messages, Concept may still need to contact you electronically with information about its business relationship with you, your account or data.

5.0 Social Media

Any information you post or disclose on Concept's social media or community forums (for example, Facebook, YouTube, Twitter, or other social media applications) is public. Concept cannot control the use of information disclosed in social media platforms or Concept community forums. Exercise caution when disclosing information in public areas and be careful what Personal Information you disclose and how you disclose it. Content posted in Concept's community forums, including advice and opinions, represents the views of the individuals who post that content and such individuals bear sole and exclusive responsibility for the posting of that content. Concept does not necessarily endorse, support, verify, or agree with any content posted on our social media or community forums.

Concept's websites include social media widgets, such as the Facebook, YouTube, LinkedIn, Instagram, Google + and Twitter buttons and widgets, such as the "Share" button. Social Media widgets are either hosted by a third party or hosted directly on Concept's website. Your interactions with these widgets are governed by the privacy policy of the company providing it. These widgets may collect your IP address, which Concept webpage you are visiting, and may set a cookie to enable the feature to function properly.

6.0 Links to Other Websites

Concept websites may also contain links to other web sites or services which are outside Concept's control and are not covered by this Privacy Policy. If you access or share data to other sites using the links provided, the operators of these sites may collect data from you which will be used by them in accordance with their privacy policy, which may differ from ours. Concept is not responsible or liable for the privacy standards and practices of third parties. Your use of such websites is at your own risk.

7.0. What is the legal basis for Concept processing your personal data?

The lawful bases for Concept processing Personal Information (Article 6 of the GDPR).

(a) Consent: the individual has given clear consent for you to process their personal data for a specific purpose. For example, so that we can keep you informed about news, events, activities and services;

(b) Contract: the processing is necessary for a contract Concept has with an individual, or because a person has asked Concept to take specific steps before entering into a contract.

(c) Legal obligation: the processing is necessary for you to comply with the law (not including contractual obligations). For example, under employment, social security or social protection law, or a collective agreement;

8.0. Sharing your personal data

Your personal data will be treated as strictly confidential and will only be shared with other employees of Concept Engineering Consultants Limited in order to carry out our services. We will not share your data with third parties.

9.0 How long do we keep your personal data?

Concept retains your Personal Information for no longer than is necessary. Concept will further retain and use your Personal Information as necessary to comply with our legal obligations, resolve disputes, and enforce agreements. For example, Concept usually retains customer information as long as we need to provide services, and for a period of 3 years after the business relationship ends, unless otherwise compelled by the law to retain such information, or in the case of a litigation, or potential litigation.

10. Your rights and your personal data

In accordance with applicable law, you have the following rights, subject to some conditions and exceptions:

- To object to the processing of your Personal Information for direct marketing purposes. To exercise this right, please contact the Concept office at any time or, to opt out of commercial electronic messages, click on the unsubscribe link at the bottom of the message or send a blank email to unsubscribe@concept.com.
- To access a copy of your Personal Information and details about how Concept uses it.
- To have your Personal Information corrected or updated.
- To request deletion of your Personal Information. If Concept receives such a request, other factors will need to be taken into account when assessing whether to comply.
- To withdraw your consent to processing
- To request restriction of processing of your Personal Information or, for example where you believe that the Personal Information we have about you is inaccurate.
- The right to lodge a complaint with the Information Commissioners Office.

All requests regarding your Personal Information should be sent to the Concept Office.

Concept will respond to such requests within thirty (30) business days of their receipt or within any other delay required or authorized by applicable law. Concept will take reasonable steps to functionally correct or delete your Personal Information from Concept database(s) upon request, although Concept may keep a copy for archival purposes in compliance with applicable laws. Before Concept provides you with any data, correct any inaccuracies or deletes any data, Concept may request additional information to verify your identity or otherwise help respond to your request.

11.0. Further processing

If we wish to use your personal data for a new purpose, not covered by this Data Protection Notice, then we will provide you with a new notice explaining this new use prior to commencing

the processing and setting out the relevant purposes and processing conditions. Where and whenever necessary, we will seek your prior consent to the new processing.

12.0. Contact Details

To exercise all relevant rights, queries of complaints please in the first instance contact:

Janice Windle (Technical Director)
Unit 8, Warple Mews,
Warples Way,
London, W3 0RF
T (020) 8811 2880
F (020) 8811 2881

You can contact the Information Commissioners Office on 0303 123 1113 or via email <https://ico.org.uk/global/contact-us/email/> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire. SK9 5AF.