#### [WL Risk Management Privacy Notice]

WL Risk Management serves its clients and operatives in the private security sector. We provide operatives for manned pubs, public and private events in and around the London area. This privacy notice will explain how our private business uses the personal data we collect from you when you use our website.

Topics:

- What data do we collect?
- How do we collect your data?
- How will we use your data?
- How do we store your data?
- What are your data protection rights?
- What are cookies?
- How do we use cookies?
- What types of cookies do we use?
- How to manage your cookies
- Changes to our privacy policy
- How to contact us
- How to contact the appropriate authorities

## What data do we collect?

WL Risk Management collects the following data:

• Personal identification information (Name, email address, phone number, etc.)

## How do we collect your data?

You directly provide WL Risk Management with most of the data. We collect data and process data when you:

- Register online or query our services.
- Voluntarily complete a customer survey or provide feedback on any of our message boards or via email.
- Use or view our website via your browser's cookies.

WL Risk Management may also receive your data indirectly from the following sources:

• Yell

## How will we use your data?

WL Risk Management collects your data so that we can:

• Process your information and manage your account.

#### How do we store your data?

WL Risk Management securely stores your data at WL Risk Management Head Office, 174 Dawes Road, Uxbridge, UB10 ORA. We keep all record on file with Authenticator app applied to all file access, as well as a hard copy safely secured.

Our company will keep your personal data for 12 months. Once this time period has expired, we will delete your data by permanently deleting all online files related, and shredding all hard copy files.

# What are your data protection rights?

WL Risk Management would like to make sure you are fully aware of all of your data protection rights. Every user is entitled to the following: **The right to access** – You have the right to request for copies of your personal data. We may charge you a small fee for this service.

**The right to rectification** – You have the right to request that our company correct any information you believe is inaccurate. You also have the right to request to complete the information you believe is incomplete.

**The right to erasure** – You have the right to request that erase your personal data, under certain conditions.

**The right to restrict processing** – You have the right to request to restrict the processing of your personal data, under certain conditions.

**The right to object to processing** – You have the right to object to our company's processing of your personal data, under certain conditions.

**The right to data portability** – You have the right to request that we transfer the data that we have collected to another organization, or directly to you, under certain conditions.

If you make a request, we have one month to respond to you. If you would like to exercise any of these rights, please contact us at our email: admin@wlriskmanagement.com

Or write to us: WL Risk Management, 174 Dawes Road, Uxbridge, UB10 ORA

## Cookies

Cookies are text files placed on your computer to collect standard Internet log information and visitor behavior information. When you visit our website, we may collect information from you automatically through cookies or similar technology

For further information, visit allaboutcookies.org.

#### How do we use cookies?

Our company uses cookies in a range of ways to improve your experience on our website, including:

- Keeping you signed in
- Understanding how you use our website

## What types of cookies do we use?

There are a number of different types of cookies, however, our website uses:

- Functionality Our company uses these cookies so that we recognize you on our website and remember your previously selected preferences. These could include what language you prefer and location you are in. A mix of first-party and third-party cookies are used.
- Advertising Our Company uses these cookies to collect information about your visit to our website, the content you viewed, the links you followed and information about your browser, device, and your IP address. Our Company sometimes shares some limited aspects of this data with third parties for advertising purposes. We may also share online data collected through cookies with our advertising partners. This means that when you visit another website, you may be shown advertising based on your browsing patterns on our website.

## How to manage cookies

You can set your browser not to accept cookies, and the above website tells you how to remove cookies from your browser. However, in a few cases, some of our website features may not function as a result.

# Changes to our privacy policy

WL Risk Management keeps its privacy policy under regular review and places any updates on this web page. This privacy policy was last updated on: 8<sup>th</sup> September 2022

#### How to contact us

If you have any questions about our company's privacy policy, the data we hold on you, or you would like to exercise one of your data protection rights, please do not hesitate to contact us.

#### Email us at: admin@wlriskmanagement.com

#### Or write to us at: WL Risk Management, 174 Dawes Road, Uxbridge, UB10 0RA

## How to contact the appropriate authority

Should you wish to report a complaint or if you feel that our company has not addressed your concern in a satisfactory manner, you may contact the Information Commissioner's Office.

Call us: 0303 123 1113

Website: Make a complaint | ICO