

Digital & Delivery – Privacy Policy

1. Our contact details:

Name: Digital & Delivery Ltd

Address: 20, Wenlock Road, London, N1 7GU

Phone number: +44 20 3393 1878

E-mail: info.admin@digitalanddelivery.com

Website: <https://www.digitalanddelivery.com/>

2. The type of personal information we collect

We collect and process the following information:

- Personal identifiers, contacts and characteristics (for example, name and contact details)
- Website enquiry form (full name, email, company name, telephone number).
- How we get the personal information and why we have it.

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

- To process your job application.
- To send you details of future job roles you might be interested in.
- To send you information and updates on Digital & Delivery to keep you informed about the company (from a client/candidate perspective).
- To invite you to events that may interest you.
- To provide marketing information that may interest you.

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

- Your consent; You can remove your consent at any time. You can do this by contacting us at info.admin@digitalanddelivery.com
- When we have a contractual obligation
- When we have a legitimate interest.
- How we store your personal information
- Ensuring your information is securely stored.

5. We keep your personal information for no longer than two years. We will then dispose your information by deleting your data altogether from our databases and content management systems.

6. 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 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 via one of the following methods if you wish to make a request:

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Phone number: +44 20 3393 1878

E-mail: info.admin@digitalanddelivery.com

Website: <https://www.digitalanddelivery.com/>

7. How to complain

If you have any concerns about our use of your personal information, you can make a complaint to us at info.admin@digitalanddelivery.com

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

Here is the Information Commissioner's Office (ICO's) address:

Information Commissioner's Office

Address: Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Helpline number: +44 (0)303 123 1113

ICO website: <https://ico.org.uk/>

This privacy policy was updated in June 2024

8. Cookies we use:

- This website uses cookies. We use cookies to personalise content and ads, to provide social media features and to analyse our traffic. We also share information about your use of our site with our social media, advertising and analytics partners who may combine it with other information that you've provided to them or that they've collected from your use of their services.
- Cookies are small text files that can be used by websites to make a user's experience more efficient.
- The law states that we can store cookies on your device if they are strictly necessary for the operation of this site. For all other types of cookies we need your permission.
- This site uses different types of cookies. Some cookies are placed by third party services that appear on our pages.
- You can at any time change or withdraw your consent from the Cookie Declaration on our website.
- Learn more about who we are, how you can contact us and how we process personal data in our Privacy Policy.
- Please state your consent ID and date when you contact us regarding your consent

