

IFCP Privacy Policy:

Introduction:

Welcome to the Institute of Freelance Contractor Professionals (IFCP). The continued information includes the IFCP Privacy Policy.

We, the IFCP, are committed to protecting your personal data, and this privacy policy notice will outline how we care for and handle your personal data when you visit our website, including your privacy rights and how you are protected by the law.

Please use the contents below to understand each section of the privacy policy and the terms included:

1. Important Information & Who We Are
2. The Data We Collect About You
3. How is your Personal Data Collected?
4. We do we use your Personal Data?
5. Disclosures of your Personal Data?
6. International Transfers
7. Data Security
8. Data Retention
9. Your Legal Rights
10. Glossary

1. Important Information & Who We Are:

Purpose of this Privacy Policy Notice:

This privacy policy notice aims to give you information on how we collect and use your personal data, once you have used our website. This website is not intended for children under the age of 16, and we do not knowingly collect data relating to children.

This privacy policy notice is the primary privacy notice for your attention, and it is important that you take time to read and understand this privacy policy notice as it outlines how your data is collected and used, and what privacy rights you are entitled to, therefore it is important for fair processing. The IFCP may henceforth be referred to as 'we', 'us', or 'our' throughout this privacy policy.

Controller:

The IFCP is the controller and therefore responsible for your personal data, and we have appointed a Data Protection Representative (DPR) who is responsible for questioning in relation to the IFCP privacy policy. If you wish to exercise your legal rights, or have questions relating to this privacy policy notice, please contact the DPR using the contact details below.

Contact Details:

Full Name/Legal Entity:

Full Name & Title of DPR:

Email:

Telephone:

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You have the legal right to make complaints at any given time. This will be given to the Data Protection Commissioner's Office (DPC). We do also appreciate the opportunity to resolve your concerns before measures need to be taken to the DPC.

Changes & Your Duty to inform us of your changes:

It is important that any personal data belonging to you that we hold is updated, accurate and current, so please keep us informed if your personal data changes during the duration of your engagement with us.

Third-Party Links:

The IFCP website, and our other existing websites incorporated into the IFCP, may include third-party links, plug-ins and applications. Clicking on those links may enable third-parties to collect or share your data, and we do not control third-party websites and are therefore not responsible for their privacy policies and notices. We encourage you to read our privacy policy when you leave the IFCP website.

2. Your Personal Data We Collect:

Your personal data or personal information means information or data which can be used to identify a person, and it does not include information or data where the ability to identify the person has been removed. When you use the IFCP website, we collect, use, store and transfer different types of personal data about you. We group them together in the following patterns:

- Contact Data: name, email, company name, and enquiry details.
- Technical Data: internet protocols (IP) address, your login data, browser type and version, time zone and setting browser plug-in types and versions, operating system and platform and other technology on the devices you use to access this website.
- Usage Data: information about how you use our website.
- Aggregated Data: we also collect, use and share Aggregated Data such as statistical or demographic data for any purpose. Aggregated Data may be derived from your personal data but is not considered personal data in law as this data does not directly or indirectly reveal your identity. For example, we may aggregate your Usage Data to calculate the percentage of users accessing a specific website feature. However, if we combine or connect Aggregated Data with your personal data so that it can directly or indirectly identify you, we treat the combined data as personal data which will be used in accordance with this privacy notice.
- We do not collect any Special Categories of Personal Data about you (this includes details about your race or ethnicity, religious or philosophical beliefs, sex life, sexual orientation, political opinions, trade union membership, information about your health and genetic and biometric data). Nor do we collect any information about criminal convictions and offences.

Failing to Provide Personal Data:

If you fail to provide personal data, in the event of us needing to collect your personal data by law or under the terms of a contract between the IFCP and yourself, then we may not be able to perform the existing or potential contract. In the event of failing to provide personal data, the IFCP may cancel your contract or service, of which you will be notified.

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3. Personal Data: How is it Collected?

There are various methods for collecting personal data, including:

- Automated Technologies or Interactions: when you interact with the IFCP website, we may automatically collect Technical Data.
- Third-parties/Publically Available Sources: we may receive personal data from analytics.
- Contact Form: when you use the IFCP contact form, you provide us with personal data which is stored, as is the case when you sign-up for a newsletter.

4. Personal Data: How do we use it?

We use personal data when the law allows us to, primarily using it when necessary for our legitimate interests, or those of a third-party, and where your rights and interests do not override our legitimate interests; where we need to comply with legal or regulatory obligation; and where it is necessary for contacting you.

We generally do not rely upon consent, as a legal concept, for processing your personal data other than in direct marketing communications via email or text messages. When you agree to receiving direct marketing communications or e-newsletter/newsletters, you have the right to withdraw consent to receiving them, either by unsubscribing or contacting the IFCP.

Personal Data: Why do we use it?

The IFCP are committed and dedicated professionals who want to protect your privacy, and below is how we use your personal data:

- We may use your Technical Data to administer and protect our website (including troubleshooting, data analysis, testing, system maintenance, support, reporting and hosting of data. Such use would be necessary for our legitimate interests (for running our business, provision of administration and IT services, to prevent fraud and in the context of a business reorganisation exercise), and to comply with a legal obligation.
- We may use your Usage Data and Technical Data to deliver relevant website content to you and measure or understand the effectiveness of the content. Such use would be necessary for our legitimate interests (to study how customers use our services, to develop them, to grow our business and to inform market strategy).
- We may use your Usage Data and Technical Data to use data analytics to improve our website, services, marketing, customer relationships and experiences. Such use would be necessary for our legitimate interests (to define types of customers for our services, to keep our website updated and relevant, to develop our business and to inform our marketing strategy).
- We use the information you have provided in our contact form to communicate with you in relation to our services. Such use is necessary for our legitimate interests or necessary for purpose of entering into a contract with you. You have the right to object to receiving marketing emails from us. You can do so by using the unsubscribe link on the email.
- Where you have given consent, we use the information you have provided in our contact form to send to you direct marketing materials, which provide information about our services and offers. You will have the opportunity to unsubscribe each time we send a newsletter to you.

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Marketing:

We do not share your personal data with third-parties for their marketing purposes, but we may send your personal data to third-party processors who assist us with our marketing campaigns. You may ask us to stop sending you direct marketing communications, if you have given consent, by unsubscribing or contacting the IFCP.

Cookies:

You can allow your browser to block cookies, or alert you when they are present on websites. If you remove cookies from the IFCP website, certain areas of the website may not be accessible.

Change of Purpose:

We use your personal data for the purposes laid out in this privacy policy notice, and we will use it for another reason if that reason is compatible with the original purpose, to which you shall be informed. Please contact us to find out the process if this event is to occur.

5. Disclosures of Personal Data:

As set out in section four, we may share your personal data with parties:

- External third-parties as set out in the glossary
- Third parties to whom we may choose to sell, transfer, or merge parts of our business or our assets. Alternatively, we may seek to acquire other businesses or merge with them, and if this happens then new owners may use your personal data in the same way as we have laid out in this privacy policy notice.

All third-parties are required to respect your personal data in accordance with legal procedures, and they are not allowed to use it for their own purposes.

6. International Transfers:

If we are to process personal data to third-parties based outside of the European Economic Area (EEA), these processes will therefore involve a transfer of data outside of the EEA. In the event of transferring personal data outside of the EEA, we ensure that your data is protected similar to how we protect it within the EEA. The following includes safeguards:

- We may transfer your personal data to countries that have been deemed to provide an adequate level of protection for personal data by the European Commission, or;
- Where we use certain service providers, we may use specific contracts approved by the European Commission which give personal data the same protection it has in Europe, or;
- Where we use providers based in the US, we may transfer data to them if they are part of Privacy Shield which requires them to provide similar protection to personal data shared between Europe and the US

7. Data Security:

The IFCP accounts for personal data being accidentally lost, used or accessed in an unauthorised manner, so we have security procedures in place to prevent the dangers of lost or stolen data. We limit access to your personal data, and third-parties and employees with only access your personal data upon your own instruction.

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8. Data Protection:

How long do we use your personal data for?

We obtain and retain personal data for as long as necessary to fulfil the purposes we collected it for, including legal, accounting and reporting requirements.

When considering the length of time to use personal data, we consider various factors such as amount, nature, and sensitivity of your personal data.

By law, we must keep basic information about our customers for six years after they cease to be customers of the IFCP.

9. Your Legal Rights:

Below are a list of the legal rights bestowed upon you:

- Request access to your personal data
- Request correction of your personal data
- Request erasure of your personal data
- Object to the processing of your personal data
- Request restriction of processing your personal data
- Request transfer of your personal data
- Right to withdraw consent

In order to exercise any of your legal rights, please contact the IFCP.

Personal Data: Access

There are no fees included in accessing your personal data or in exercising your legal rights, yet if your request is completely unfounded, repetitive or excessive, we may charge a reasonable fee. We may also refuse to comply if your request is found to match the above mentioned decisions (unfounded, repetitive or excessive requests).

Personal Data: What do we need from you?

We may need to request information from you in order to confirm identification and ensure you have the right to access your personal data or exercise your legal rights.

Time Limit to Respond:

We make an effort to respond to legitimate requests within 30 days, however there are occasions where this may take longer, such as more complex or a larger number of requests from one person. You will be notified if we fail to respond within 60 days due to these circumstances.

10. Glossary:

Lawful Basis:

Legitimate interest means the interest of our business in conducting and managing the business to enable us to give you the best service and the best and most secure experience.

We consider the potential impact on you and your rights before we process any personal data for our legitimate interests.

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External Third Parties:

- Service providers acting as processors based in the UK, EEA and USA who provide PR, market research, marketing, communication, IT, system administration and other services.
- Professional advisers acting as processors including lawyers, bankers, auditors and insurers based in the UK who provide consultancy, banking, legal, insurance and accounting services.
- Tax, regulators and other authorities acting as processors based in the UK who require reporting of processing activities in certain circumstances.

Your Legal Rights:

Requesting access to your personal data is often referred to as 'Data Subject Access Request', and this enables you to receive a copy of your personal data that we hold, so you can therefore check it before we process it.

Request Correction enables you to access any incomplete or inaccurate personal data we hold on you, though we may need to verify any new data.

In requesting erasure of your personal data, it enables you to delete or remove personal data where there is no legitimate reason for holding it.

Objection to the processing of your personal data means you may request that your data is not processed, although you must object with reasoning for this decision.

Request Restriction of personal data entitles you to suspend the processing of your personal data in the following scenarios: (a) if you want us to establish the data's accuracy; (b) where our use of the data is unlawful but you do not want us to erase it; (c) where you need us to hold the data even if we no longer require it as you need to establish, exercise or defend legal claims; or (d) you have objected to our use of your data but we need to verify whether we have overriding legitimate grounds to use it.

Requesting a transfer of your personal data to you or a third-party allows you to transfer only automated data which you initially provided.