

## Version

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Protecting users share information with you about services and news that may interest them. Thus, the following Privacy Notice is designed to inform you about the processing of your data and your rights regarding this processing according to applicable data protection laws.

We are the controller of your data. We are the organisation legally responsible for deciding how and for what purposes your data is used and, therefore, responsible for the data processing explained herein.

By using this website, you accept this Privacy Notice and give us your consent to processing your data described herein. This Privacy Notice will also apply in other cases where we make a specific reference to it, for example: a) in cases where we receive your data from third parties and are obliged to notify you about our use of your personal data; b) in cases when we first communicate with you through e-mail or other means; c) in cases when we process your personal data on our events or events of our partners and make a specific reference to this Privacy Notice.

## Personal Data We Collect

We may have access to/collect information that you voluntarily give us or our partners, affiliates and other third parties via email or another direct contact from you, the information we receive from your use of our website and information we have obtained about you from publicly available sources for our marketing and recruitment activities, to fulfil contract obligations and other aims related to the mentioned above purposes.

**Suppose you are a candidate for one of the positions open at Gatepoint Ltd. In that case,** we are collecting and processing the following personal data either obtained directly from you or public sources (such as LinkedIn): your name, phone number, email address, location, information on your CV, LinkedIn profile information, and data on our communications with you. Such data is collected and processed for our recruitment endeavours to attract, assess, and onboard potential team members. This process allows us to match candidates with suitable roles and ensure a fair and efficient hiring process. It is guided by our legitimate business interest in hiring the best talent or your consent when you contact us directly through our website or at our events. We are determined to ensure that all recruitment-related data processing respects the principles of fairness, transparency, accuracy, and confidentiality, always providing candidates with clarity and control over their data.

**Suppose you are a contact person at a company that is our existing or potential client. In that case,** we are collecting and processing the following personal data obtained either directly from you or public sources (such as LinkedIn): your name, phone number, email address, location, LinkedIn profile information, your role/position, history of your previous employment, data on our communications with you. Such data is collected and processed to facilitate proactive client acquisition initiatives for cultivating and nurturing strong, collaborative relationships with our clients, including, but not limited to, facilitating communication on projects, organising business trips and visits, and addressing any matters pertinent to the successful cooperation between us and our clients. This processing is required for Gatepoint Ltd business operations, development, and growth and ensures the efficiency and effectiveness of our client engagement processes. In this respect, we rely on our legitimate interests when we communicate with potential clients to engage them or get new projects from existing clients and on the legal basis of contract conclusion and execution for data used to communicate with our clients during the contract conclusion and execution.

**Suppose you are a contact person at a company that is our existing or potential vendor or supplier. In that case,** we are collecting and processing the following personal data obtained either directly from you or public sources (such as e.g. LinkedIn, your website): your name, phone number, email address, LinkedIn profile information, your role/position, data on our communications with you. Such data is collected and processed to procure goods and services that benefit our company's operations. This processing is necessary for the performance of contracts, ensuring smooth business operations, and is underpinned by our legitimate business interests in efficient resource allocation.

Please note that we DO NOT collect personal data that is, by its nature, particularly sensitive. This is genetic data, biometric data, data revealing racial or ethnic origin, information about political opinions, sex life, sexual orientation, religion or other beliefs, data concerning health, trade union membership or additional sensitive information.

## Purpose of Collecting Your Personal Data

We will use your personal data for several purposes, which include:

- to contact you to let you know about products and services that we offer, products and services that our partners provide, to request the products and services you or your company offers, as well as open vacancies that we have and that you may potentially be interested in
- to communicate with you, including responding to you regarding why you contacted us.
- to improve website user experience
- to improve our website
- to improve customer service

- to administer the contractual relationship
- to comply with our legal obligations, as necessary, to perform tasks in the public interest or to protect the vital interests of our users and others.

Your personal data will be added to our internal secured CRM system or other internal secured databases.

## Lawful Basis for Processing

We process your personal data on the following lawful basis and for the following reasons.

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| Your consent   | <p>We rely on your consent when we use your personal data for optimising and enhancing the operation of our website, developing new features and services (including when it is collected as a part of the aggregated data), and providing you with relevant advertising materials as long as it is allowed by your device or personalisation and privacy settings. We also rely on this legal basis when we contact you upon you have contacted us, for example, regarding open vacancies and cooperation opportunities, as well as when you attend our events.</p> <p>You have a right to withdraw consent to processing your personal data. You enjoy this right at any time you wish. Please remember that the withdrawal of consent does not mean the processing before the leave is considered illegal. Please note that if you have withdrawn your consent to processing your personal data, we may be limited in responding to you and providing you with our services and job opportunities.</p> |
| Compliance with our legal obligations  | <p>We rely on this legal basis to identify you and verify your identity (when relevant) to help prevent and detect fraud against you or us, to protect the security of our systems and data, or for disclosures and other activities necessary to comply with legal and regulatory obligations that apply to our business, (e.g., to record and demonstrate evidence of your consents, to retain HR and recruitment data as well as data related to contract execution).</p> <p>All applicable laws, depending on the relationship between you and us, may determine the scope of personal data we collect, the ways we process your personal data, the need to keep the confidentiality of your data and avoid their disclosure, the duration of planned retention, etc.</p>   |
| For the performance of a contract with you or to take steps at your request before entering a contract | <p>We rely on this legal basis to provide certain services to you, to receive certain services from you, or to engage in employment or other contractual relationships with you or the company you represent.</p>   |
| To perform a task carried out in the public interest   | <p>We rely on this legal basis to report to the police or other competent enforcement agencies in case we discover fraud or any other violations of the applicable law, suspicious behaviour or actions committed by you during your interaction with us, as well as in other cases when the disclosure of your personal data is required.</p>  |

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For our legitimate interests or those of a third party

We rely on this legal basis to contact you regarding potential cooperation between you and the company you represent with us, to inform you about our open policies or to provide other essential notices; to enable or administer our business (quality control, consolidated reporting, customer service), transfer of ownership so on.

When we receive your explicit consent, we may run automated decision-making devices or software, including those based on all the data aggregated. We may use the personal information we collect about you for profiling.

## Marketing Communications

Where you have opted in to receive marketing communications from us, we may use your personal data to send you marketing emails or messages about our services and job opportunities, including exclusive offers, promotions or new features. We rely on your consent to use your personal data for such marketing purposes.

If a marketing email is sent to you, it includes information on how to opt out of receiving such email notifications in the future.

## Safety of Your Personal Data

We adopt appropriate data collection, storage and processing organisational and security measures to protect against unauthorised access, alteration, disclosure or destruction of your personal information, username, password, transaction information and data stored on our website. Personal data that we process for any purpose(s) will not be kept longer than is necessary for that purpose(s), including compliance with legal requirements. If you revoked your consent, we may retain certain personal information for the period required by the applicable legislation to resolve disputes and enforce our rights and agreements.

## Data transfer

We sometimes need to share your personal data with other countries (including those outside the UK and EEA). In those cases, we will comply with applicable laws designed to ensure the privacy of your personal data.

Under data protection laws, we can transfer your personal data to third countries based on an adequacy regulation or, where such is not available, under legally approved standard data protection clauses recognised or issued under the applicable data protection laws. Suppose we cannot or choose not to continue to rely on either of those mechanisms at any time. In that case, we will not transfer your personal data

to third countries unless we do so based on an alternative agent permitted by Gatepoint data protection authorities.

By interacting with us, you consent to the transfer of information we collect about you, including personal information, to any country where we or our service providers are located.

## Sharing of your personal data

We may share your information with the following recipients: our affiliated companies, professional advisers, third-party service providers, partners, contractors, and employees for the purposes described in this Privacy Notice or notified to you.

We engage service providers that help us provide, support, and develop our business and the website and understand how it is used. They provide cloud hosting, content delivery, customer and technical support, recruitment and HR-related services, background checks, migration, insurance, marketing, analytics, event hosting, etc. We share your personal data with these service providers as necessary to enable them to provide their service to us.

As a global company, we are supported by certain entities within our corporate group. These entities process your personal data for us to provide certain functions, such as storage, security, research and development, analytics, and customer and technical support.

In addition, we may share your information with competent law enforcement bodies, regulatory, government agencies, courts or other third parties where such disclosure is necessary for compliance with a legal obligation to which we are subject or to protect your vital interests or the vital interests of another person.

## Children's Privacy

Gatepoint Ltd services and products are not provided for use by children. We do not knowingly collect or solicit personal information from children under 13 or 16 (depending on the EU member state country requirements). If Gatepoint Ltd finds out that a child's personal data is provided to us, we'll delete it from our databases. If you are a parent or guardian of a child and believe that we have collected such personal data, please contact us as indicated in the "Contact Information" section below, and we'll delete it as soon as possible.

## Information tracking

This website may automatically collect information about you in several ways, including tracking your activities through your IP address, computer settings, most frequently visited URL, operating system, date and time, preferences and choices, and saved options subject to your browser settings. This website uses your IP address to help diagnose problems with its server and to administer the website.

## Third-Party Links

Our website may contain links to third-party websites. Gatepoint Ltd shall not be held responsible for third-party websites' privacy practices or content.

We recommend that you review privacy statements and the terms and conditions of such websites.

## Changes to the Privacy Notice

We may update this Privacy Notice by occasionally publishing a new version on this website at our sole discretion. Any changes we make to this Privacy Notice will be posted on the website so that you are always aware of what information we gather, how we might use it, and under which circumstances we may disclose it.

The date of the last modification of this Privacy Notice is stated at the beginning of this document.

You are encouraged to review the last updated version of this Privacy Notice regularly and every time you visit our website. We will also make reasonable efforts to notify you through email (in case we have it) or other means about material changes to this Privacy Notice.

## Cookie Policy

As with most websites, our website uses cookies to help us provide you with the best possible browsing experience.

Cookies are chosen data stored on your computer, which helps us to recognise your PC at your next visit immediately. Cookies automatically (i.e., not by registration)

compile collective non-personal data (such as Internet browsers, operating systems, domain names, website visits, average visit time, pages per visit).

There are two main kinds of cookies: session cookies and persistent cookies. Session cookies are deleted from your computer when you close your browser, whereas persistent cookies remain stored on your computer until deleted or until they reach their expiry date.

Please refer to our Cookie Policy for more information.

## Remarketing

Cookies are also used to display remarketing advertisements based on the user's previous visits to <https://www.gatepoint.co.uk/>.

Remarketing advertisements are displayed through the Google Display Advertising Network. Users may opt out of Google's use of cookies at any time by visiting the [Google Ads Preferences Manager](#).

## Third-party services, cookies

We may collect analytics information or use third-party analytics tools to help us measure traffic and usage trends for the service and understand our users' demographics and behaviours and how users interact with our services.

Third-party analytics tools and retargeting cookies are used to collect information about user activities on our website for analysing information about user browsing behaviour, providing users with ads they are interested in, and measuring the effectiveness of remarketing and ad campaigns.

We currently use LinkedIn Insight, Facebook Pixel, Google Ads Remarketing code, Google Ads Conversion code, Google Tag Manager, Google Analytics, Global Site Tag, Microsoft Advertising

## Data Storage

We ensure that the personal data are not retained longer than necessary for the purpose they are processed. We define the retention periods applicable to each processing operation to ensure compliance with this principle. The following elements are considered when determining the retention period:

- legal obligations.
- recommendations of supervisory authorities.
- best practices.
- our operational needs

Different retention periods apply to different types of personal data. The criteria used to determine the data retention period will depend on the legal requirements of specific jurisdictions. Following the end of the relevant retention period, we will delete or anonymise your data.

## Your Privacy Rights

Your principal privacy rights include the right to be informed about the collection and use of personal data, the right to access your data, the right to rectification, the right to erasure, the right to restrict processing, the right to object to processing, right to data portability, right to complain to a supervisory authority and right to withdraw consent.

To exercise your rights, please get in touch with us (see “**Contact Information**” section below). When you send us a request to exercise a right, you are asked to specify as far as possible the scope of the request, the type of right exercised, the personal data processing concerned, and any other helpful element to facilitate the examination of your request. In addition, in case of reasonable doubt, you may be asked to prove your identity.

We will do our best to answer your requests as soon as possible or within a reasonable period, considering the complexity of the request. Still, in case we are processing many requests, the answer may take us longer than you might expect.

Suppose at any point you believe the information we process on you is incorrect or incomplete. In that case, you can submit a request to see this information and even have it corrected, ported to you or deleted by contacting us at **info@gatepoint.co.uk**.

You may withdraw your consent or object to data processing at any time by contacting us at **info@gatepoint.co.uk**. If you withdraw your consent, it will not affect the lawfulness of processing based on consent before its withdrawal.

## Contact Information

If you have any questions regarding this Privacy Policy, please contact us directly:

**Name:** Gatepoint Ltd.



**Postal address:** 128 City Road, EC1V2NX London

**Email:** [info@gatepoint.co.uk](mailto:info@gatepoint.co.uk).