



Re-innergise Privacy & Data Policy

References to 'The Business' in this policy are in relation to Re-innergise Limited.

What information we hold and how we use it when signing up to the Plugged-In newsletter:

The Business follows the following principles in dealing with data gathered for the Plugged-In:

- The Business will retain the minimum of data required to manage day to day administration of the Plugged-In; this includes name and email address. The data will be requested when signing up to the Plugged-In on an electronic database managed by Mailchimp.
- Any personal information we collect from you will be used in accordance with the General Data Protection Regulation (GDPR) May 2018.
- The Business will not seek to make any use of data for any other marketing purposes than those stated, unless the registrant has explicitly consented prior to receiving such communications. Registrants will have the opportunity to opt-in and opt-out to such communications.

Our commitment to you

- The Business will be accountable for, implementing and maintaining a GDPR policy, including rectifying any gaps in our policy when we are made aware.
- The Business will ensure its' GDPR policy is up-to-date, reviewed regularly in-line with legislation and enforced within the Business.
- The Business will take best endeavours to ensure any records stored electronically follow best practice security guidelines.
- The Business will never sell student data to third parties.
- The Business' full privacy statement is clearly displayed on it's website where the registration of Plugged-In is accessed.

Your consent

The following provisions are specific to the consent the Business will seek for the holding of data.

- All the Plugged-In registrants are required to provide basic contact information in order to be able to receive the communication.
- If a registrant's email is returned, due it becoming redundant or inactive, the registrant will re-register with Plugged-In, if they wish to continue to receive the communication.
- The registrant will inform the Business if they wish the Business to update any details held on the electronic database, for example, company name or email address, without re-registering themselves to the Plugged-In.

Reviewing your data

- Due to the transitory nature of business and employment status, the following provisions will be made to ensure registrants do not receive unwanted marketing material.
 - Regular review of mailing lists to identify inactive email accounts
 - Clear unsubscribe options for marketing communications
 - Removal of registrants' personal details if requested by a registrant who no longer wishes to receive communications.
- Registrants have the right to request a copy of any information the Business holds about them.

Responding to a data breach

In the case of a data breach the Business will, as soon as is practically possible, notify all those impacted. The Business will comply with all legal requirements in reacting to the data breach and will seek to rectify any policy weaknesses that have contributed to the breach.