

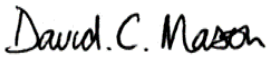


Privacy Policy

DMA-IMS-POL-103



Powered by DMA Safety Management Ltd

	Signature	Position	Date
Reviewed by		SHEQ Manager	25/03/2024
Approved by		Director	27/03/2024
Approved by		Director	27/03/2024

The signatures above certify that this document has been reviewed and accepted.

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Introduction

We want everyone using Inspire Safety (powered by DMA Safety Management Ltd) to feel confident and comfortable with how any personal information you share with us will be looked after or used. This policy sets out how we collect, use and store your personal information (this means any information that identifies or could identify you).

The Inspire Safety privacy policy may change, so you may wish to check it again from time to time. This is version 1.0 and was last updated on 25th March 2024.

When you use our website

We may gather general information which might include how you arrived on our site, which pages you visit, which resources you click on and which selections you make.

We also use cookies to help our site run effectively. There are more details below – see **Cookies**.

This information is anonymous and unconnected with your personal information. It is used for the purpose of tracking and improving the website's functionality, seeing what content is popular and identifying gaps. We do not identify individual visitors to our website.

The Type of Personal Information Collected

We currently collect and process the following information:

- Website user information is minimal and anonymised.

How We Collect the Information and Why We Have It

Most of the information we process is provided to us directly for one of the following reasons:

- For legitimate business interests (i.e., training, staff records, business contract work)
- For people to participate and complete training or qualification courses
- For inhouse staff administration
- For supplier/client/networking contacts and business interactions

We also receive information indirectly, from the following sources for:

- Information from business(es) for their employee(s) for training purposes
- Business networking referrals
- Referrals or enquiries direct or via a client/supplier/employer/statutory organisation

We use the information that has been given to us in order to communicate effectively and do business, including the completion of training courses, with relevant parties.

We may share this information with:

- staff, contracted service providers and a trainee's employer and/or accreditation body to fulfil accreditation and registration requirements
- our HR advisor and accountants, as necessary, for staff records/information, pertinent to the work they are contracted to undertake
- our Virtual Administrator, as necessary, to complete work using staff, financial and business contacts pertinent to the work they are contracted to undertake
- staff and contracted service providers for supplier and clients info used to complete pertinent work they are contracted to undertake

We do not sell or share information with third party companies.

Legal basis for using your information

We will only use your personal information where we have your consent, because we need to use it to fulfil our agreement to deliver our service to you (for example, delivering a newsletter that you have asked to receive, or making certain functions of our website available to you).

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

- we have a contractual obligation
- we have a legal obligation
- we have a vital interest
- we need it to perform a public task
- we have a legitimate interest

If we ever needed to share an individual's information for any other reason, we would seek written consent to do so and would not act until this is received or denied.

How We Store Your Information

Your information is securely stored on:

- electronic and/or cloud-based servers
- written paperwork, stored in filing systems in our offices
- on laptops, computers and mobiles/handheld electronic devices, but with Cyber Essentials security systems in place

Only laptops and handheld electronic devices (*i.e.*, mobile phones) are taken off our business premises.

We keep information for the duration of the business relationship and up to 10 years beyond this, unless contractually obligated to undertake something different. We will then dispose of your information by using a confidential waste removal provider for documentation and delete data from electronic and cloud-based IT systems and record that this has been undertaken. If you require confirmation that this has been carried out, this should be written within the appropriate business contract or sent in writing, with a confirmed acknowledgement of receipt, after this.

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 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.

Marketing

We will not contact you for marketing purposes.

Links to other sites

Inspire Safety may contain links to other sites. While we try to link only to sites that share our high standards and respect for privacy, and only link to sites in accordance with our quality assurance principles, we are not responsible for the content or the privacy practices employed by other sites. Please be aware that advertisers or web sites that have links on our site may collect personally identifiable information about you. This privacy statement does not cover the information practices of those websites or advertisers.

How to Contact Us

If you wish to make a request or have a query or any questions, please contact Elsa Mason, Director, or nominated deputy, at:

Inspire Safety, Unit 2a, Cross Lanes Estate, Seascale CA20 1FB
Tel: 019467 27999 and 019467 25801
E-mail: elsa@inspiresafety.co.uk

You can also contact the ICO direct if you are unhappy with how we have used your data, at Wycliffe House, Water Lane, Wilmslow Cheshire SK9 5AF.

ICO Helpline number: 0303 123 1113
ICO website: <https://www.ico.org.uk>

Cookies

A 'cookie' is a name for a small file, usually of letters and numbers, which is downloaded onto your device, like your computer, mobile phone or tablet when you visit a website.

They let websites recognise your device, so that the sites can work more effectively, and also gather information about how you use the site. A cookie, by itself, can't be used to identify you.

How do we use cookies?

We use cookies to distinguish you from other users of our website. This helps us to provide you with a good experience when you come to our website and also allows us to improve the user experience.

The cookies we use

We use the categorisation set out by the International Chamber of Commerce in their [UK Cookie Guide](#).

We use three of their four categories of cookies:

1. **Strictly necessary cookies** are essential for you to move around our website and to use its features, like your account and filter preferences.
2. **Performance cookies** collect anonymous information about how you use our site, like which pages are visited most. (As part of this, we collect information about how users arrive on our site in the first place).
3. **Functionality cookies** collect anonymous information that remember choices you make to improve your experience, like your text size or location. They may also be used to provide services you have asked for, such as watching a video.
4. **Targeting or advertising cookies** collect information about where you've been previously on the internet. These are often used for marketing purposes but, on Inspire Safety, **the only thing we use these for is to see how many of our users have visited our site in the past**. We don't track, or see, any of your internet behaviour apart from on our site.

No cookies, please

You can opt out of all our cookies (except the strictly necessary ones). Instructions vary for each web browser – search the web for “control cookies in [*name and version of browser*]”.

But, if you choose to refuse all cookies, our website may not function for you as we would like it to.

If you have any questions about how we use cookies, please contact us.

To find out more about this policy and how we look after your personal information, contact elsa@inspiresafety.co.uk

Content

There are three forms of content that we may use contributors for. These are:

1. **Blogs**
Our blogs are written by experts – they may be experts in their field, experts through experience, or both. They may include the story of a personal experience, an in-depth look at a health and safety topic, or provide an insight into our website. This may take the form of a Q and A. We will always include an author of the piece. Views shared in blogs written by

external contributors are the views of the author and may not be shared by Inspire Safety or the Inspire Safety team.

2. **Toolkits**

A toolkit is a collection of resources which are relevant to the same topic. We may sometimes ask an expert to share their thoughts on a topic and write an introduction, or we may choose to have someone from the Inspire Safety team write the introduction. We will always ensure that if it is not Inspire Safety who wrote the intro then the organisation who did will be prominently displayed. Views shared in toolkit introductions, when written by an external contributor, are the views of the author, and may not be shared by Inspire Safety or the Inspire Safety team.

3. **Case Studies**

Case studies are explorations of organisations that have used our health and safety services, consultancy or training that they believe has had a positive influence on their staff and their health and safety. Inspire Safety and the Inspire Safety team cannot confirm these stories have had a positive impact and rely on the testimonials of those relaying their stories to us.

In all of our content, we strive to share best practice and (where possible) evidence-based information about health and safety in the workplace. However, all workplaces are different and what works for one organisation may not work for another. Which is why we always ask that you contact us directly for specific and specialised health and safety advice.