

Lessons Learned Ltd Privacy Notice

Our contact details

Name: Lessons Learned Ltd

Address: 78 York Street, London W1H 1DP, United Kingdom

Phone Number: +44 (0)845 618 1567

E-mail: training@lessonslearned.co.uk

Web: www.lessonslearned.co.uk

The type of personal information we collect

We currently collect and process the following types of personal information:

- Name
- Organization
- Role/department
- Email and phone contact details
- Areas of professional interest
- Website usage stats

(together, "Information".)

How we get the Information and why we have it

Most of the Information we process is provided to us directly by you because you are or may be interested, in a professional capacity, in some of our products and services.

We may also receive Information indirectly, from marketing databases and public social media platforms such as LinkedIn and Bloomberg.

We use the Information that we have about you in order to provide you with access to information concerning and demonstrations of products and services which may be of professional interest to you and your organization.

We will not share this Information with any third parties unless specifically authorised by you in writing to do so.

Under the General Data Protection Regulation (GDPR), the lawful bases we rely on for processing this Information is that we have a legitimate interest in making information concerning our products and services available to people, such as yourself, whom we reasonably believe may be professionally interested in learning about them, with a view e.g., to enhancing their own knowledge and/or assisting their own organization and its people in complying with important legal and compliance standards.

How we store your Information

Your Information is securely stored on our UK based servers.

We keep Information about you for five years, subject to an annual necessity review which satisfies us that we still have a legitimate interest in retaining and processing it. We will then dispose of your Information by deleting it safely and permanently from our servers.

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.

Please contact us at training@lessonslearned.co.uk if you wish to make a request.

How to complain

If you have any concerns about our use of your personal information, you can make a complaint to us at training@lessonslearned.co.uk. Please title your email 'FAO Managing Director - Data Protection Complaint'.

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

The ICO's address is:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Helpline number: 0303 123 1113

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