

## PRIVACY POLICY

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### DATA PRINCIPLES

Overview Ltd is fully committed to compliance with all legal requirements regarding data protection. The legislation applies to anyone processing personal data. It sets out principles which should be followed, and it also gives rights to those whose data is being processed.

To this end, the Company endorses fully and adheres to the six principles of data protection as follows:

- i. Data must be processed lawfully, fairly and transparently.
- ii. Data must only be collected and processed for specified, explicit and legitimate purposes.
- iii. Data must be adequate, relevant and not excessive.
- iv. Data must be accurate and up to date.
- v. Data must not be kept for longer than necessary.
- vi. Data must be securely kept.

### WHAT DATA WE COLLECT

The personal data we collect from you includes:

- Questions, queries or feedback you leave, including you email address if you contact Overview.
- Your email address and subscription preferences when you sign up to our email alerts.
- How you use our emails – for example whether you open them and which links you click on.
- Your Internet Protocol (IP) address, and details of which version of web browser you used.
- Information on how you use the site, using cookies and page tagging techniques.

Where you provide your consent, we use Google Analytics cookies to collect information about how you use our website, Overview.co.uk, this includes IP addresses.

Google Analytics processes information about:

- The pages you visit on overview.co.uk
- How long you spend on each overview.co.uk page
- How you got to the site
- What you click on while you're visiting the site.

We make sure you cannot be directly identified by Google Analytics data. We do this by using Google Analytics' IP address anonymisation feature and by removing any other personal data from the titles or URLs of the pages you visit.

We will not combine analytics information with other data sets in a way that would directly identify who you are.

## **WHY WE NEED YOUR DATA**

We collect your personal data in order to:

- Gather feedback to improve our services, for example our email updates.
- Respond to any feedback you send us, if you've asked us to.
- Provide you with information about our products
- Monitor the use of the site to identify security threats
- Monitor the performance of the site to identify inefficiencies and errors

We use the information we collect through Google Analytics to see how well the site performs on your device.

We do this to help

- Make sure Overview is meeting the need of its users
- Make performance improvements, for example improving page load time and data usage.

## **OUR LEGAL BASIS FOR PROCESSING YOUR DATA**

The legal basis for processing personal data in relation to site security is our legitimate interests, and the legitimate interests of our users, in ensuring the security and integrity of overview.co.uk.

The legal basis for processing data collected with Google Analytics is your consent.

The legal basis for processing all other personal data is that it's necessary to perform a task in users' interest.

## **WHAT WE DO WITH YOUR DATA**

The data we collect may be shared with our technology suppliers, for example our hosting provider. We will share your data if we are required to do so by law, for example, by court order, to prevent fraud or other crime.

The data we collect with Google Analytics cookies is transferred and stored with Google where we analyse it with Google Analytics software. We do not allow Google to use or share this data for their own purposes.

We will not:

- Sell or rent your data to third parties
- Share your data with third parties for marketing purposes

## **HOW LONG WE KEEP YOUR DATA**

We will only retain your personal data for as long as it is needed for the purposes set out in this document or for as long as the law requires us to.

We will:

- Keep your email data until you unsubscribe
- Keep your feedback data for 2 years
- Delete access log data which contain your IP address after 120 days

## CHILDREN'S PRIVACY PROTECTION

Our services are not designed for, or intentionally targeted at, children 13 year of age or younger. We do not intentionally collect or maintain data about anyone under the age of 13.

## WHERE YOUR DATA IS PROCESSED AND STORED

We design, build and run our systems to make sure that your data is as safe as possible at all stages, both while it's processed and when it's stored.

All personal data is stored in the European Economic Area (EEA). Data collected by Google Analytics may be transferred outside the EEA for processing.

## HOW WE PROTECT YOUR DATA AND KEEP IT SECURE

We are committed to doing all that we can to keep your data secure. We have set up systems and processes to prevent unauthorised access or disclosure of your personal data.

We also make sure that any third parties that we deal with keep all personal data they process on our behalf secure.

## YOUR RIGHTS

You have the right to request:

- Information about how your personal data is processed
- A copy of that personal data
- That anything inaccurate in your personal data is corrected immediately

You can also:

- Raise an objection about how your personal data is processed
- Request that your personal data is erased if there is no longer a justification for it
- Ask that the processing of your personal data is restricted in certain circumstances

If you have any of these requests, get in contact with our Data Protection Officer.

## **LINKS TO OTHER WEBSITES**

Overview.co.uk contains links to other websites. This privacy notice only applies to overview.co.uk and does not cover other websites that we link to.

## **FOLLOWING A LINK TO ANOTHER WEBSITE**

If you go to another website from this one, read the privacy policy on that website to find out what it does with your information.

## **FOLLOWING A LINK TO OVERVIEW.CO.UK FROM ANOTHER WEBSITE**

If you come to overview.co.uk from another website, we may receive personal information from the other website. You should read the privacy policy of the website you came from to find out more about this.

## **CONTACT US OR MAKE A COMPLAINT**

Please write to our Data Protection Officer if you:

- Have a question about anything on this privacy notice
- Think that your personal data had been misused or mishandled
- Would like to obtain a copy of the information we hold about you

Data Protection Officer

Overview Ltd

Kingswey Business Park

Forsyth Road

Woking

GU21 5SA

Alternatively you can contact our Data Protection Officer via:

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

Telephone: +44 (0)20 8875 0984

You can also make a complaint to the Information Commissioner, who is an independent regulator.

Information Commissioner

[icosasework@ico.org.uk](mailto:icosasework@ico.org.uk)

Telephone: 0303 123 1113

Textphone: 01625 545860

Monday to Friday, 9am to 4.30pm

Information Commissioner's Office

Wycliffe House

Water Lane

Wilmslow

Cheshire SK9 5AF

Changes to this policy

We may change this privacy policy. In that case, the issue date at the bottom of each page will also change. Any changes to this privacy policy will apply to you and your data immediately.

If these changes affect how your personal data is processed, Overview will take reasonable steps to let you know.