

GDPR Policy 2022

Scope

This policy applies to our company and its subsidiaries. It may also refer to suppliers and partners where applicable.

Privacy

We take your privacy seriously and are committed to protecting and respecting your personal data. This policy sets out the personal data that we may collect from you and how we will treat it.

Should we have collected or asked you to provide certain information by which you can be identified when using our website, then you can be assured that it will only be used in accordance with this privacy statement.

For the purpose of the General Data Protection Regulation (GDPR) 2018 and the Privacy and Electronic Communications Regulations, the data controller is

TET Limited, Unit D9, Friarsgate Business Park, 7 Whitby Avenue, Park Royal, NW10 7SE.

Information we may collect from you

We may collect and process information about you when you correspond with us by phone or email or when you fill in forms on our website or otherwise. This includes any information provided when you make an enquiry via our contact page, when you submit your CV and work examples to us in relation to an employment application.

We only collect and store the following information:

- Name and job title
- Job role and responsibilities
- Contact information including email address and telephone number(s).
- We do not collect or hold any sensitive personal data.

How we use your information

We use your personal data for legitimate interest marketing purposes of contacting and engaging with B2B retail industry decision makers and retail professionals in roles directly related to our services.

We may use information held about you to provide you with information about our services; to send general communications and news updates on our work or industry related topics; to consider and process any applications for employment opportunities; and as otherwise reasonably required to respond to your correspondence with us.

If you do not want your personal data to be held and processed you can opt out at any time by unsubscribing via the link at the bottom of emails, or via email at peters@tet.co.uk

Disclosure of your information

All personal information we hold is gathered by our own internal research teams via direct contact with existing or potential industry clients. The data is only available to TET employees managing this data for the purpose of contacting you via telephone or email. We do not purchase or use third party mailing

lists. We do not use automated mailing systems and any emails or email newsletters will be sent from an individual member of the TET marketing team. We will not share your information with third parties, unless we are under a duty to do so in order to comply with any legal obligation.

Personal data is stored on our database in a secure environment at our data centre, and TET's ISO 27001-certified Information Security Management System contains many defences, including technical, procedural and contractual, to protect the confidentiality, integrity and availability of this data.

How long will we hold your information?

For the purposes of day to day business and legitimate marketing, we retain basic contact details, including: company name and address, individual's name and job title, company telephone number and individual's mobile number and email address if it has been provided. These details are regularly updated and monitored for relevance and where an individual's data is no longer relevant it is deleted.

Applications for Employment

With regards to applications for employment, individuals responding to a job application either through our website or by direct email correspondence will have their data held for a period of one month after the closing date for applications. Website applications will require you to consent to your data being held via an opt in tick box.

Those individuals asked to attend interview will have their data held for a period of one month after the date of interview.

In the case of applicants or freelance contractors who we feel may be of service to us at a later date, we will ask permission to hold your data for an extended period of 12 months.

Your rights

You have the right to request that we do not process your personal data for marketing purposes. You have the right to withdraw consent for us holding data as well as the right to deletion of the data at any time.

You can exercise this right at any time by contacting us at either privacy@tet.co.uk or by selecting the unsubscribe link at the bottom of email communications. We will delete any and all data held within 30 days of receipt of your request.

If you have any concerns over the way in which your data is being handled you have the right to lodge your concerns by contacting TET at peters@tet.co.uk or speaking to a member of the TET Management Team by calling 020 7553 9950.

Access to information

You have the right to access information that we hold about you. Requests to access this information will be free of charge unless it is considered to be manifestly unfounded or excessive, in which case it may be subject to an administrative fee to cover the costs of providing details of this information.

Changes to our privacy policy

Any changes made to our privacy policy will be posted on this page. Please check back regularly for any updates or changes to our privacy policy."

Cookies

A cookie is a small file which asks permission to be placed on your computer's hard drive. Once you agree, the file is added and the cookie helps analyse web traffic or lets you know when you visit a particular site. Cookies allow web applications to respond to you as an individual.

The web application can tailor its operations to your needs, likes and dislikes by gathering and remembering information about your preferences. We use traffic log cookies to identify which pages are being used.

This helps us analyse data about webpage traffic and improve our website in order to tailor it to customer needs. We only use this information for statistical analysis purposes and then the data is removed from the system.

Overall, cookies help us provide you with a better website by enabling us to monitor which pages you find useful and which you do not. A cookie in no way gives us access to your computer or any information about you, other than the data you choose to share with us.

You can choose to accept or decline cookies. Most web browsers automatically accept cookies, but you can usually modify your browser setting to decline cookies if you prefer. This may prevent you from taking full advantage of the website."

Signed: David Joyce – Managing Director

Dated: January 2022