

Baseline Power

Privacy Notice

Our contact details:

Address: Baseline Power Ltd, Clifton House, 1st Floor, Clifton Rd, Brighouse, West Yorkshire HD6 1SL

Phone Number: +44 (0) 1484 929545 - email: hello@hawleyenergy.co.uk

Introduction

Welcome to Baseline Power Limited. Your privacy is important to us. This Privacy Notice explains how we collect, use, and protect your personal information including when you visit our website, www.hawleyenergy.co.uk

The type of personal information we collect

We currently collect and process the following information:

- Personal identifiers, contacts and characteristics (for example, name and contact details)
- Details about you or your company, such as name, address, email and telephone contact details and company and VAT reference numbers.
- Any contacts you have with us about services we are providing.
- Financial and tax details.
- Baseline Power Employee details.
- Information about how you interact with our website, such as IP address, browser type, pages visited, and time spent on the site.
- Cookies and analytics tools on our website to improve user experience and website functionality.

How we get the personal information and why we have it

Most of the personal information we process is provided to us directly by you for more information regarding our products or services.

We use the information that you have given us to provide you with quotes for services as well as for completing or paying for our services.

We may share this information with sub-contractors for the completion of services agreed however before this information is shared, we ensure that there is a subcontracting agreement in place which details strict data protection responsibilities and that clients are notified accordingly.

Baseline Power may also share this information with group companies and/or affiliated companies and our professional advisors for example legal, financial, HR or payroll advisors.

We seek to ensure that our personal information collection and processing is proportionate. Under the UK General Data Protection Regulation (UK GDPR), the lawful bases we rely on for processing this information are:

(a) Your consent. You are able to remove your consent at any time. You can do this by contacting hello@hawleyenergy.co.uk

How we store your personal information

Your information is securely stored at our offices, third-party agencies, services providers, representatives and agents as described above.

Information is also stored on our computer systems (which adhere to Data Protection standards, please see our Information Security Policy). In the event that we use cloud-based IT services, personal information may be transferred internationally to other countries around the world including companies that do not have data protection laws equivalent to those in the UK. We have security measures in place to seek to ensure that there is appropriate security for all the personal information we hold.

We keep any contact information you provide including name or company name and contact details for 6 years. We will then dispose your information by shredding and sending via confidential waste collection any paper copies of your information and by deleting any electronic records unless there is a longer retention period required for business purposes such as for accounting purposes.

Keeping your personal information secure

We have appropriate security measures in place to prevent personal information from being accidentally lost, used or accessed in an unauthorised way. We limit access to those who have a genuine business need to know it and those who are subject to a duty of confidentiality. We will notify you and any applicable regulator of any suspected or actual data breaches where we are legally required to.

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 hello@hawleyenergy.co.uk or Baseline Power, 2nd Floor, Parkview House, Brighouse, HD6 4AB 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 hello@hawleyenergy.co.uk or contact our data protection officer Danielle Cocksedge danielle.cocksedge@nhs.net

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. Their helpline number is 0303 123 1113 or you can visit the ICO website: <https://www.ico.org.uk>.