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#### 1. Introduction

ANS takes data protection seriously and ensuring the privacy of our website visitors is important to us. This Privacy Policy explains how we use any Personal Information we may collect when you visit our website or complete a Marketing Event feedback form. It also explains how to contact us if you have any questions about how we use your Personal Information. In using our website or by registering for any of the services we offer through it you are accepting that you understand your Personal Information may be used by us in the manner described below.

#### 2. Review

We review our policies regularly and any changes will be posted on this page. This Privacy Policy was last reviewed and updated in February 2018.

#### 3. Links with Other Websites

This Privacy Policy relates to any personal information you have provided to us via the ANS website. Any links from our site to other websites are provided purely for your convenience and do not imply endorsement by us of the content or provider.

### 4. Information Collected & How We Use It

When you access or sign up to any of ANS's services including newsletters, bulletins, competitions, webinars, job applications, etc., or provide Marketing Event feedback, we may collect and process personal information such as your name, address, telephone number and email address (your Personal Data).

We will store and use your Personal Data for purposes such as administering and maintaining our relationship with you (legally referred to as "legitimate interest"), providing services or information requested by you, providing you with further information about our products and services, and for auditing usage of our website.

## 5. Marketing

We may occasionally contact you with information we think may be of interest to you such as new products and services, details of events or competitions hosted by ANS. These e-mails may contain links to our marketing systems so we can keep track of the success of our marketing campaigns. If you prefer not to receive promotional material from us, please email us at <a href="marketingteam@ansgroup.co.uk">marketingteam@ansgroup.co.uk</a> and you will be unsubscribed from receiving such material.



One Archway Birley Fields Manchester, M15 5QJ 0161 227 1000 enquiries@ansgroup.co.uk ans.co.uk

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Issue No: 1.01 Issue Date: 18/11/2022 Classified: PUBLIC



#### 6. Disclosure

Your Personal Data will not normally be disclosed to third parties except for instances where that is necessary to fulfil our obligations to you or we are obliged or permitted to do so by law. We will not sell, resell, lease or license your Personal Data to any third parties but we may share it with our service providers, but only then for the specific services they provide to ANS.

## 7. Use Outside the European Union

It is highly unlikely that we will transfer your Personal Information outside the EEA. If for any unforeseen circumstances this becomes necessary, ANS will take all reasonable steps necessary to ensure that any Personal Information transferred outside the EEA will be treated securely and in accordance with this Privacy Policy.

## 8. Security

ANS has policies and technical measures in place to safeguard and protect your Personal Information against unauthorised disclosure, accidental loss, and improper use. The internet, however, is not completely secure and although we will do our utmost to protect your Personal Information whilst in our care, the transmission of your data to us is done so at your own risk.

# 9. Your Rights

You have a right of access to Personal Information ANS may hold about you, to have inaccurate information about you corrected and to request that we stop using your Personal Data for marketing purposes by removing it from our systems. Personal Data Access requests (Subject Access requests under Data Protection law) should be put in writing and addressed to the Data Protection Officer in the ANS Compliance Team at the address below.

## 10. Contact Information

If you have any comments or questions about our data protection and privacy practices please contact <u>dataprotection@ansgroup.co.uk</u> or send a letter to the Data Protection Officer, Compliance Team at ANS, Synergy House, Manchester Science Parks, Manchester, M15 6SY.



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