

## Forbes Privacy Notice (Reinvention and Resilience Top 50)

Forbes Solicitors (“we”, “us” and “our”) are committed to protecting the privacy and security of your personal information.

This privacy notice describes how we collect and use personal information in relation to our Reinvention and Resilience Top 50 report. This privacy notice outlines how we intend to comply with the UK General Data Protection Regulation (UK GDPR) and Data Protection Act 2018.

Forbes Solicitors is a “data controller”. This means that we are responsible for deciding how we hold and use personal information about you. We are required under data protection legislation to notify you of the information contained within this privacy notice.

In accordance with the UK GDPR we will seek to ensure that the following Data Protection Principles are followed and that the personal information we hold about you is:

1. Used lawfully, fairly and in a transparent way;
2. Collected only for valid purposes that we have clearly explained to you and not used in any way that is incompatible with these purposes;
3. Relevant to the purpose we have told you about and limited only to those purposes;
4. Accurate and kept up to date;
5. Kept only as long as necessary for the purposes we have told you about;
6. Kept securely

### What information do we collect about you?

In connection with our Reinvention and Resilience campaign, we will collect, store and use the following categories of personal information about you:

- Personal information, including name, title, address, telephone number, email address;
- Job title and information about your job role;
- Information you provide to us in support of your application or information you provide to us in support of a nomination you make.

We do not envisage that we will collect “special categories” of sensitive personal data from our applicants or nominees. In the event you provide us with any special category data, we will take extra care to ensure your rights are protected.

### How will we use the information?

We use this information to:

- Identify and communicate with you;
- Keep records relating to the application process;
- Analyse your application or the application you provide on behalf of a nominee;
- Comply with legal or regulatory requirements;
- Keep you informed about the application process; and
- Provide information about services we can provide.

### Why do we need this information?

The legal bases we rely on for processing your personal information are one or more of the following:

- Consent has been obtained; or
- Processing is necessary for our legitimate interests.

We will only use your personal information for the purposes for which we collected it, unless we reasonably consider that we need to use it for another reason and that reason is compatible with one of the purposes listed above. If we need to use your personal information for an unrelated purpose, we will notify you and we will explain the legal basis which allows us to do so or seek your consent.

### Sharing your information

Where it is required or necessary we may share information with third party providers performing a service on our behalf. This includes our PR agency, who we have engaged to review and analyse applications on our behalf.

We require all third parties to respect the security of your personal data and to treat it in accordance with the law. We do not allow our third party service providers to use your personal data for their own purposes and only permit them to process your personal data for specified purposes and in accordance with our instructions.

### Data Security

We have put in place appropriate security measures to prevent your personal information from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. In addition, we limit access to your personal information to those employees, agents, contractors and other third parties who have a business need-to-know. They will only process your personal information on our instructions and they are subject to a duty of confidentiality.

We have put in place procedures to deal with any suspected data security breach and will notify you and the Information Commissioner’s Office of a

suspected breach where we are legally required to do so.

### **How long do we keep information about you?**

We will only retain your personal information for as long as necessary to fulfil the purposes we collected it for, including for the purposes of satisfying any legal or reporting requirements.

We may retain information about you for the purpose of providing marketing information until you inform us that you do not want to receive those communications from us or until we decide not to hold the information if earlier.

### **How can you access & control your personal data?**

You can find out if we hold any personal information about you by making a 'subject access request' under the UK GDPR. If we do hold information about you, we will:

- Give you a description of it;
- Tell you why we are holding;
- Tell you who it has been disclosed to; and
- Let you have a copy of the information in an intelligible form.

You may also have the right for your personal information to be transmitted electronically to another organisation in certain circumstances.

You can request access to the information we hold about you at any time by contacting us (please see contact details section below). Please mark your request for the attention of our Data Protection Officer.

### **Your rights**

If you believe that any of the personal information we hold about you is incorrect, you have the right to ask us to rectify that information at any time.

You may also have the right, in certain circumstances, to request that we delete your personal information, to block any further processing of your personal information or to object to the processing of your personal information. There are some specific circumstances where these rights do not apply and we can refuse to deal with your request.

If we are processing your personal information based upon your consent (e.g. as part of our marketing or promotional activities), you have the right to withdraw your consent at any time.

If you require any further information about your right to rectification, erasure, restriction of or object to processing or you wish to withdraw your consent please contact us (please see contact details section below).

### **Complaints**

We take any complaints we receive about the collection and use of personal information very seriously. We would encourage you to bring it to our attention if you think that our collection or use of information is unfair, misleading or inappropriate. You can make a complaint at any time by contacting us (see contact details section below).

If you think our collection or use of personal information is unfair, misleading or inappropriate or if you have concerns about the security of your personal information, you also have the right to make a complaint to the Information Commissioner's Office. You can contact the Information Commissioner's Office at the following address:

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

### **Contacting us**

If you have any queries about the processing of your data, our Data Protection Officer is Daniel Milnes and he can be contacted by email on [DataProtectionOfficer@forbessolicitors.co.uk](mailto:DataProtectionOfficer@forbessolicitors.co.uk).