

PERSONAL DATA AND PRIVACY POLICY

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Soubalt Ltd is committed to maintaining the appropriate confidentiality, integrity and security of personal data that we process by complying with both our legal and ethical obligations, in respect of data protection and privacy. This policy sets out the principles Soubalt Ltd adheres to when processing personal data and outlines the operational aspects of our various data processing activities.

WHAT PERSONAL DATA DO WE COLLECT?

Personal data is any information relating to an identifiable living individual. We collect the following information about individuals:

SOUBALT LTD WEBSITE VISITORS

In order to enable Soubalt Ltd to provide latest inspirations and updates to its website visitors, Soubalt Ltd may maintain a mailing list of clients comprising the following information which may contain personal data: Personal/contact information: names (including pseudonyms) and address details. Correspondence: information relevant to your specific enquiries. Other: any other information you choose to provide to us. Soubalt Ltd is committed to fair and transparent processing and you may contact Soubalt Ltd at any time at info@soubalt.com. When any user visits Soubalt Ltd website, we will may also automatically collect certain limited information through the use of cookies to distinguish that user from other users of our website. This helps us to provide a better experience when you browse our website and also allows us to improve our site.

USE OF YOUR PERSONAL DATA

Contact details are used to provide news and information about Soubalt Ltd and its activities. Clients can opt-out of receiving these notifications or change their preferences at any time by contacting Soubalt Ltd via email info@soubalt.com. From time to time, we may contact subscribers to invite them to specific events. We take care to only invite clients to events that are relevant to, and likely to be of interest to those clients. If you do not want Soubalt Ltd to contact you or would like to inform Soubalt Ltd of your preferences regarding such contact, please contact via email at info@soubalt.com.

YOUR RIGHTS IN RELATION TO PERSONAL DATA

Clients whose personal data we process have certain rights in respect of that data, including:

(1) RIGHT TO INFORMATION AND ACCESS

You have the right to request access to the information that we hold about you. In accordance with data protection laws, clients also have the right to receive a copy of any information we hold about them in connection with the performance of our services. On request, Soubalt Ltd will provide members with copies of their personal data in a convenient format via email. Soubalt Ltd will not transfer client's data to a third party.

(2) RECTIFICATION, ERASURE, AND RESTRICTION

You have the right to ask us to limit or cease processing or erase information we hold about you. In responding to such requests, Soubalt Ltd will communicate to the client concerned the impact of such restrictions or deletions, for example, on Soubalt Ltd' ability to keep the client informed of events and updates potentially of interest. Soubalt Ltd takes reasonable steps to ensure that the personal data it holds about you is accurate and up-to-date and we will comply with any requests to rectify any inaccurate data we may hold about the client. Soubalt Ltd relies on the accuracy of information provided by its clients and will rectify any notified inaccuracies following a request by the client concerned. Requests for access to information should be made in writing to the Soubalt Ltd via email to info@soubalt.com.

(3) RIGHT TO OBJECT

You have the right to object to Soubalt Ltd using your information on the basis of its legitimate interests and the right to ask us not to process your personal data for marketing purposes. Soubalt Ltd is committed to respecting its clients rights. You may action your rights by contacting us using the details provided above, and we will comply with your requests unless we have a lawful reason not to do so. Soubalt Ltd will endeavour to handle any requests within a reasonable period and, in any event, within a month of the original request.

SHARING YOUR PERSONAL DATA

Soubalt Ltd will not share its clients data with third parties.

DATA SECURITY

Soubalt Ltd will take appropriate technical and organisational measures to protect its clients data that are stored or otherwise process against accidental or unlawful destruction, loss, alteration or unauthorized disclosure or access. Unfortunately, no data transmission over the Internet can be guaranteed to be 100% secure. As a result, although Soubalt Ltd strives to protect your personal data online, including through use of encryption and other measures, we cannot guarantee the security of any Internet communication or transmission. If you have reason to believe that your interaction with us is not secure, please notify us of the problem immediately by contacting us using the details below. Prior to introducing new systems or technologies relevant to the processing of personal data, Soubalt Ltd will undertake the necessary impact assessments with a particular focus on any associated risks.

HOW LONG DOES SOUBALT LTD RETAIN PERSONAL DATA FOR?

Soubalt Ltd will only retain personal data for as long as the client do not indicate otherwise.

DATA BREACHES

In the event of any breach of Soubalt Ltd systems impacting on the security of its clients' data, Soubalt Ltd will inform the affected client(s) at the earliest opportunity describing the nature of the breach, the possible consequences and the measures being taken to remedy the situation in accordance with our procedures and applicable law.

COMPLAINTS

If you are unhappy with the way in which Soubalt Ltd processes your personal data, please contact us using the information provided below. You also have the right to lodge a complaint before the Information Commissioner's Office (ICO), the UK data protection authority. Their contact details as are follows: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF; Tel: 0303 123 1113 (local rate) or 01625 545 745; or see their website. (<https://ico.org.uk/global/contact-us/>)

CONTACT US

Please direct any comments or enquires relating to this policy to: Soubalt Ltd via email info@soubalt.com

UPDATING THIS POLICY

From time to time we may change our data processing activities. We will notify you of any changes to this policy as required by law. We will also post an updated version on our website.