



## Veridien Consulting Partners Limited Privacy Notice

**Effective Date:** 11/03/2025

Veridien Consulting Partners Limited ("we," "us," "our") is committed to protecting and respecting your privacy. This Privacy Statement explains how we collect, use, store, and share your personal data in accordance with applicable data protection laws, including the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

Please read this Privacy Statement carefully to understand our views and practices when you interact with us, including when you visit our website [www.veridienconsult.com](http://www.veridienconsult.com), use our services, are employed by us or otherwise engage with us.

### 1. Information We Collect

We may collect the following types of personal information:

- **Identity Information:** Full name, job title, company name (if applicable), and other similar identifiers.
- **Contact Information:** Email address, phone number, postal address, and other contact details.
- **Technical Information:** IP address, browser type and version, device type, operating system, and other technical data when accessing our website.
- **Transaction Information:** Details about payments to and from you, including payment card details (though we do not store payment card information).
- **Marketing and Communication Data:** Preferences in receiving marketing from us and your communication preferences.
- **Employment Information:** For employees, this includes personal data such as employment history, job performance, work location, salary details, benefits, and other employment-related information.

### 2. How We Use Your Information

We use your personal information for the following purposes:

- **To provide and manage our services:** We may use your personal data to deliver services you have requested from us.
- **To communicate with you:** This includes sending you information about your account or services, responding to your queries, and providing customer support.
- **For marketing purposes:** With your consent, we may send you marketing communications about our services, offers, and promotions.
- **To improve our services:** We may use your data to understand how our services are used and to improve our website and offerings.
- **For employment management purposes:** We may use employee data to manage and administer employment-related processes, including payroll, benefits, performance management, and legal compliance.
- **Compliance with legal obligations:** We may use your information to comply with applicable laws, regulations, and legal processes.

**Veridien Consulting Partners Limited**

2 Fordwich Road, Welwyn Garden City, AL8 6EY | [info@veridienconsult.com](mailto:info@veridienconsult.com)

Company Reg No. 16117277 | VAT 481763074



### 3. Legal Basis for Processing Your Personal Data

We rely on the following legal bases to process your personal data:

- **Performance of a Contract:** Where processing is necessary to fulfil a contract with you (e.g., executing a master services agreement or employment contract).
- **Consent:** Where you have given consent for specific processing activities (e.g., receiving marketing communications).
- **Legitimate Interests:** Where we have a legitimate interest in processing your data (e.g., improving our services, preventing fraud or managing employment contracts).
- **Compliance with Legal Obligations:** Where processing is required to comply with legal obligations (e.g., tax and accounting laws, employment law).

### 4. How We Share Your Information

We will not sell, rent, or trade your personal information to third parties. However, we may share your information in the following circumstances:

- **With service providers:** We may share your information with trusted third-party service providers who help us operate our business, such as hosting services, payment processors, marketing partners and payroll or benefit administrators. These providers are only allowed to use your information as necessary to provide services to us.
- **With external consultants or contractors:** We may share your personal information with external consultants or contractors who assist us with specific business functions or projects. These parties are required to protect your information in accordance with applicable data protection laws and only process your data as necessary for the performance of their work.
- **For legal reasons:** We may disclose your information if required to do so by law or in response to valid legal requests by public authorities (e.g., a court or government agency).
- **In the event of a business transfer:** If our company undergoes a merger, acquisition, or sale of assets, your personal information may be transferred as part of that process.
- **To internal parties:** We may share employee data within the company for the purposes of managing employment, payroll, and internal communications.

### 5. Data Security

We use appropriate technical and organisational measures to protect your personal data, including employee data from unauthorised access, alteration, disclosure, or destruction. These measures include, but are not limited to, encryption, firewalls, secure access controls, and regular security audits. Additionally, we ensure that only authorised personnel have access to personal and employee data and that they are subject to confidentiality obligations.

However, no method of transmission over the Internet or electronic storage is completely secure, and while we strive to protect your data, we cannot guarantee the absolute security of your personal or employee data.

### 6. Data Retention



We will retain your personal data for as long as necessary to fulfil the purposes outlined in this Privacy Notice, including compliance with legal obligations, resolving disputes, and enforcing agreements.

## 7. Your Rights

Under the UK Data Protection Act 2018 and the UK GDPR, you have the following rights concerning your personal information:

- **Right to access:** You can request a copy of the personal data we hold about you.
- **Right to rectification:** You can request that we correct any inaccuracies in your data.
- **Right to erasure:** You can request that we delete your personal data under certain circumstances.
- **Right to restrict processing:** You can ask us to restrict the processing of your personal data in certain situations.
- **Right to data portability:** You can request that we provide your data in a structured, commonly used, and machine-readable format.
- **Right to object:** You can object to certain types of processing, such as direct marketing.
- **Right to access employment records:** Employees can also request access to their employment-related personal data.

To exercise any of these rights, please contact us using the details in the "Contact Us" section below.

## 8. Cookies and Tracking Technologies

We use cookies and similar technologies on our website to improve user experience, analyse website usage, and provide personalised content. You can manage your cookie preferences through your browser settings.

## 9. International Transfers

If we transfer your personal data outside the UK, we will ensure that adequate safeguards are in place to protect your data in accordance with UK data protection laws. This may include entering into standard contractual clauses or relying on adequacy decisions.

## 10. Changes to This Privacy Notice

We may update this Privacy Notice from time to time to reflect changes in our practices or for other operational, legal, or regulatory reasons. When we update this notice, we will revise the "Effective Date" at the top of the page.



## 11. Contact Us

If you have any questions or concerns about how we handle your personal data, or if you wish to exercise any of your rights, please contact us at:

Veridien Consulting Partners Limited  
2 Fordwich Road, Welwyn Garden City, Hertfordshire, AL8 6EY, United Kingdom  
[compliance@veridienconsult.com](mailto:compliance@veridienconsult.com)

Alternatively, you can contact the Information Commissioner's Office (ICO) if you feel that your rights have been violated:

**ICO Contact Information:**

Website: <https://ico.org.uk>

Phone: 0303 123 1113

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### Employee Acknowledgment:

By signing below, I acknowledge that I have read and understood the privacy notice provided by Veridien Consulting Partners Limited. I understand how my personal data will be used, stored, and protected in accordance with the company's privacy policies. I consent to the collection, processing, and sharing of my data as outlined in this document.

Employee Name: \_\_\_\_\_

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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Effective Date:	11-03-2025
Reviewed by:	Deanne Potter
Approved by:	Henry Tolmay (Director)

### Document History

Version	Version Date	Definition
1.0	04-12-2024	Original Release
2.0	11-03-2025	Updated for Employee Privacy