

Privacy notice



Privacy notice

This privacy notice tells you what to expect when Vitanium collects personal data.

It tells you:

- Why we are able to process your information
- What purpose we are processing it for
- Whether you have to provide it for us
- Whether there are other recipients of your personal data
- Whether we intend to transfer it to another country and
- Whether we do automated decision-making or profiling

It applies to information we collect about:

- Visitors to our websites
- Job applicants
- Our current and former employees

1. Visitors to our website

Vitanium Cloud Limited (Vitanium) is committed to respecting the privacy of customers and users of the Vitanium website. When someone visits the Vitanium website we collect standard internet log information. This information is only processed in a way which does not identify anyone. No attempt will be made to find out the identities of those visiting our website. When we collect personal data through our website, we will be up front about it. It will be made clear when we collect personal data and will explain what we intend to do with it.

2. Information we collect

We may request or collect personal data from online users in a variety of ways, including through online forms and other instances where users are invited to volunteer such information.

The information we collect is personal data that identifies you personally, such as:

- Your name
- e-mail address
- postal address
- telephone numbers

We may also collect information on how users access the website by using a tracking ID unique to each user through the use of cookies.

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3. How we use this information

We may use the personal data collected by us to contact customers regarding products and services offered by us. We may also use this information for research purposes regarding the effectiveness of marketing, advertising, and sales efforts. We will not in any way share this information with a third party either for free or by selling it.

The legal basis we rely on to process your personal data in this way is article 6(1)(f) of the GDPR, which allows us to process personal data when it's necessary for the purposes of our legitimate interests.

We will only retain personal information for as long as is necessary for the purposes we are using it for.

4. What are cookies?

A cookie is a piece of data stored on the user's computer tied to information about the user. We may use both session cookies and persistent cookies. For session cookies, once you close your browser or log out, the cookie terminates and is erased. A persistent cookie is a small text file stored on your computer's hard drive for an extended period of time. Your browser's help file contains information and instructions for removing persistent cookies. Session cookies may be used by us to track user preferences while the user is visiting the website. They also help to minimise load times and save on server processing. Persistent cookies may be used by us to store, for example, whether or not you want your password remembered, or other such information. Cookies used by the Vitanium website do not contain personal data.

5. Log files

Like most standard websites, we use log files. This information may include internet protocol (IP) addresses, browser type, internet service provider (ISP), referring/exit pages, platform type, date/time stamp, and number of clicks to analyse trends, administer the site, track user's movement in the whole site, and gather broad demographic information for combined use.

The legal basis we rely on to process your personal data in this way is article 6(1)(f) of the GDPR, which allows us to process personal data when it is necessary for the purposes of our legitimate interests.

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6. Job applicants, and current and former employees

When individuals apply to work at Vitanium, we will only use the information they supply to us to process their application to assess their suitability for a role with us and to monitor recruitment statistics. Where we want to disclose information to a third party, for example where we want to take up a reference or obtain a 'disclosure' from the Criminal Records Bureau we will not do so without informing the applicant beforehand unless the disclosure is required by law.

Personal data about unsuccessful candidates will be held for 6 months after the recruitment exercise has been completed, it will then be destroyed or deleted.

Once a person has taken up employment with Vitanium a file will be compiled relating to their employment. The information contained in this file will be kept secure and will only be used for purposes directly relevant to that person's employment. Once their employment with us has ended, we will retain the file in accordance with the requirements of our retention schedule for the period of your employment plus six years and then we will delete it.

The legal basis we rely on for processing your personal data is article 6(1)(b) of the GDPR, which relates to processing necessary to perform a contract or to take will then be destroyed or deleted.

7. Sharing Information

We use data processors who are third parties who provide elements of service for us. We have contracts in place with our data processors. Which Ensures that they cannot do anything with your personal data unless we have instructed them to do it. They will not share your personal data with any organisation apart from us. They will hold it securely and retain it for the period we instruct.

8. Security

We understand the importance of security and the techniques needed to secure information and ensure that appropriate measures are in place to protect your information.

9. Your Rights

Under data protection law, you have rights as an individual which you can exercise in relation to the information, we hold about you. The rights depend on our reason for processing your information.

A) Your right of access

You have the right to ask us for copies of your personal data. This right always applies. There are some exemptions, which means you may not always receive all the information we process.

B) Your right to rectification

You have the right to ask us to rectify information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete. This right always applies.

C) Your right to erasure

You have the right to ask us to erase your personal data in certain circumstances.

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D) Your right to restriction of processing

You have the right to ask us to restrict the processing of your information in certain circumstances.

E) Your right to object to processing

You have the right to object to processing, we are able to process your information because the process is in our legitimate interests.

F) Your right to data portability

This only applies to the information you have given us. You have the right to ask that we transfer the information you gave us from one organisation to another or give it to you. The right only applies if we are processing information based on your consent or under, or in talks about entering into a contract and the processing is automated.

G) Your right to complain to the regulator

If you are not happy with how we process your information you should contact us in the first instance. If you remain dissatisfied after we have responded to your request, you can complain to the regulator. In the UK this is the Information Commissioner's Office (<https://ico.org.uk/>).

You are not required to pay any charge for exercising your rights. We have one month to respond to you.

Please contact using the details in the how to contact us section.

You can read more about these rights here - <https://ico.org.uk/your-data-matters/>

10. Automated decision-making or profiling

We do not undertake any automated decision-making or profiling when processing your information.

11. Changes to this privacy notice

We keep our privacy notice under regular review. This privacy notice was last updated on 20/12/2022

12. How to contact us

Any questions concerning this Privacy Policy may be directed by e-mail to info@vitanium.com or you can write to us at, Vitanium Cloud Limited, Highgrove House, 2c Benham Close, Maldon, Essex CM9 8FA.

Contact us:

Address

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Vitanium Cloud Limited is a company registered in England and Wales. We are certified to ISO/IEC 27001 and ISO 9001.

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