

INTEB PRIVACY POLICY

This privacy policy will explain how our organisation uses the personal data we collect from you when you use our website. If you require any information on how we collect and/or use your personal data, please contact us using the details below:

Contact Details

Inteb, Egerton House, 2 Tower Road, Birkenhead, Wirral, CH41 1FN
0151 601 3476

hello@weareinteb.co.uk

Topics:

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What data do we collect?

Our Company collects the following data:

- Personal identification information (Name, email address, phone number, etc.)

How do we collect your data

You directly provide our Company with most of the data we collect. We collect data and process data when you:

- Provide your details via our Contact us page.
- Voluntarily complete a customer survey or provide feedback on any of our message boards or via email.

- Use or view our website via your browser's cookies.

Webinars and Training Sessions

During webinars and training sessions, we may collect personal information such as names, contact details, and participation data. This information will be used to manage and improve the quality of our training services, facilitate follow-ups, and enhance your overall experience.

We may utilise third-party platforms to host these sessions. Your information may be processed by these providers in accordance with their privacy policies. We ensure that any third-party providers adhere to strict data protection standards.

Some webinars and training sessions may be recorded for future reference or training purposes. Participants will be notified prior to any recording.

For some events we may publish the recording on our website, and social media channels so this is accessible to a wider audience.

If you are an attendee, you may have the option of sharing your image and audio during the session. If you choose to do so, this will also be captured in the recording.

Some events will feature a moderated Q&A. If you choose to interact with the Q&A your comments may be published to others at the event and will also form part of the recording.

We don't publish delegate lists for video conferences, webinars or live broadcast events but your name and email address may be visible to others in attendance during the event.

We may choose to contact you again after the event to obtain feedback on how well webinar or live broadcast met your needs. You have the right to decline to participate in either and to ask us to stop contacting you.

How will we use your data?

Our Company collects your data so that we can:

- Process your query and manage your account.

How do we store your data?

Our Company securely stores your data on our secure servers, within the UK. Your data will be processed securely at our offices.

Our Company will keep your data for the duration of your relationship with us. Once this time period has expired, we will delete your data by removing it from our servers.

Marketing

Our Company would like to send you information about products and services of ours that we think you might like.

If you have agreed to receive marketing, you may always opt out at a later date.

You have the right at any time to stop our Company from contacting you for marketing purposes.

If you no longer wish to be contacted for marketing purposes, please email

hello@weareinteb.co.uk

What are your data protection rights?

Our Company would like to make sure you are fully aware of all of your data protection rights. Every user is entitled to the following:

Under data protection law, you have rights including:

Your right to be informed – You have the right to be kept informed about the collection and use of your personal data.

Your right of access – You have the right to ask us for copies of your personal information.

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.

Your right to erasure – You have the right to ask us to erase your personal information in certain circumstances.

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

Your right to data portability – You have the right to ask that we transfer the information you gave us to another organisation, or to you, in certain circumstances.

Your right to object to processing – You have the right to object to the processing of your personal data in certain circumstances.

If you make a request, we have one month to respond to you. If you would like to exercise any of these rights, please contact us at our email: hello@weareinteb.co.uk

Call us at: 0151 601 3476

Or write to us: Inteb, Egerton House, 2 Tower Road, Birkenhead, Wirral, CH41 1FN

Cookies

Cookies are text files placed on your computer to collect standard Internet log information and visitor behaviour information. When you visit our website, we may collect information from you automatically through cookies or similar technology.

For further information, visit allaboutcookies.org.

How do we use cookies?

Our Company uses cookies in a range of ways to improve your experience on our website, including:

- Understanding how you use our website.

What types of cookies do we use?

There are a number of different types of cookies, however, our website uses:

- **Functionality** – Our Company uses these cookies so that we recognise you on our website and remember your previously selected preferences. These could include what language you prefer and location you are in. A mix of first- party and third-party cookies are used.
- **Advertising** – Our Company uses these cookies to collect information about your visit to our website, the content you viewed, the links you followed and information about your browser, device, and your IP address. We may also share online data collected through cookies with our advertising partners. This means that when you visit another website, you may be shown advertising based on your browsing patterns on our website.

How to manage cookies

You can set your browser not to accept cookies, and the above website tells you how to remove cookies from your browser. However, in a few cases, some of our website features may not function as a result.

Privacy policies of other websites

Our Company website contains links to other websites. Our privacy policy applies only to our website, so if you click on a link to another website, you should read their privacy policy.

Changes to our privacy policy

Our Company keeps its privacy policy under regular review and places any updates on this web page. This privacy policy was last updated on 3 September 2024.

How to contact us

If you have any questions about our Company's privacy policy, the data we hold on you, or you would like to exercise one of your data protection rights, please do not hesitate to contact us.

Email us at: hello@weareinteb.co.uk

Call us: 0151 601 3476

Or write to us at: Inteb, Egerton House, 2 Tower Road, Birkenhead, Wirral, CH41 1FN

How to contact the appropriate authority

You can also complain to the ICO if you are unhappy with how we have used your data.

The ICO's address:

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

Helpline number: 0303 123 1113