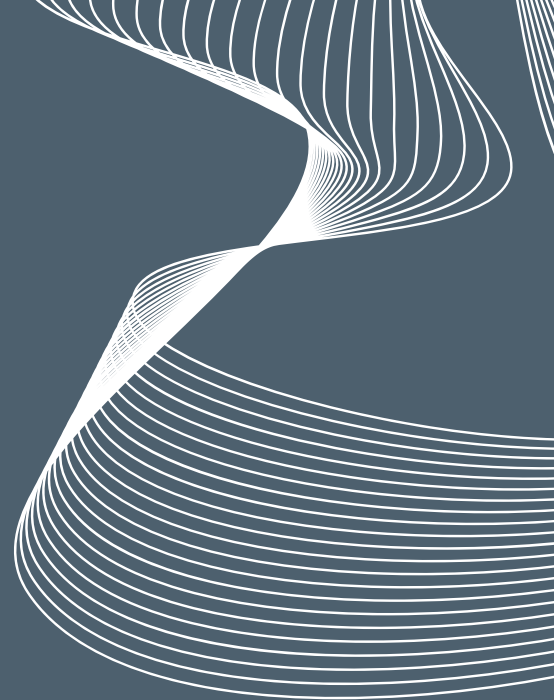




POLICY
DOCUMENT



Privacy Policy

Audience: All Parties

Requirement: Essential

Policy Owner: Company Director

Review Delegation: Executive

Review Cycle: Three Years

Last Review: 30/05/2025

Due for Review: 30/05/2028



What we stand for...

Our values focus on nurturing the CORE of our business.

- Customers as partners
- Openly inquisitive
- Reputationally renowned
- Exceptionally talented

Our mission

To unearth those lost talents and skills your team has, looking to maximise what is inside, we aim to get the full potential out of your team to realise your strategic goals, at pace.

Our Vision

To create people-centred, simpler, and value-driven results for our clients that help ensure their teams perform to the best of their abilities. We aim to unlock your people's abilities, saving you time and effort whilst improving the social mobility of your team. Finding the best teams to carry out your most important work is what drives us every day.

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SI&C Ltd customer privacy notice

This privacy notice tells you what to expect us to do with your personal information.

Our contact details email info@siandc.org

What information we collect, use, and why

We collect or use the following information to provide services and goods, including delivery:

- Names and contact details
- Addresses
- Date of birth
- Purchase or account history
- Payment details (including card or bank information for transfers and direct debits)
- Credit reference information
- Account information
- Information relating to loyalty programmes
- Website user information (including user journeys and cookie tracking)
- Photographs or video recordings
- Call recordings
- Records of meetings and decisions
- Information relating to compliments or complaints

Information relating to sponsorship

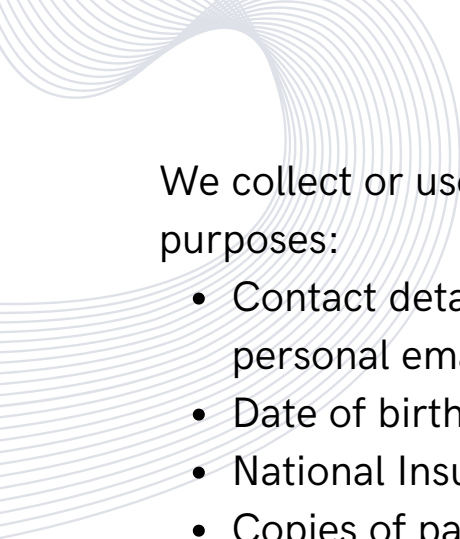
We collect or use the following information for the operation of customer accounts and guarantees:

- Names and contact details
- Addresses
- Payment details (including card or bank information for transfers and direct debits)
- Purchase history
- Account information, including registration details

Marketing preferences

We collect or use the following information for service updates or marketing purposes:

- Names and contact details
- Addresses
- Email addresses
- Marketing preferences
- Location data
- Recorded images, such as photos or videos
- Call recordings
- Purchase or viewing history
- IP addresses
- Website and app user journey information
- Information relating to sponsorship



We collect or use the following information for recruitment purposes:

- Contact details (eg name, address, telephone number or personal email address)
- Date of birth
- National Insurance number
- Copies of passports or other photo ID
- Employment history (eg job application, employment references or secondary employment)
- Education history (eg qualifications)
- Right to work information
- Details of any criminal convictions (eg Disclosure Barring Service (DBS), Access NI or Disclosure Scotland checks)
- Payment details (including card or bank information for transfers and direct debits)
- Account information

Lawful bases

Our lawful bases for collecting or using personal information to provide services, good, recruitment, marketing and sponsorship:

- Consent
- Contract
- Legal obligation
- Public task
- Publicly available sources
- Previous employers
- Councils and other public sector organisations
- People directly • Schools, colleges, universities or other education

Your data protection rights

Under data protection law, you have rights including:

Your right of access - You have the right to ask us for copies of your personal data.

Your right to rectification - You have the right to ask us to rectify personal data 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 data in certain circumstances.

Your right to restriction of processing - You have the right to ask us to restrict the processing of your personal data 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.

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

Your right to withdraw consent - When we use consent as our lawful basis you have the right to withdraw your consent.

You don't usually need to pay a fee to exercise your rights. If you make a request, we have one calendar month to respond to you.

To make a data protection rights request, please contact us using the contact details at the top of this privacy notice or email info@siandc.org

How to complain

If you have any concerns about our use of your personal data, you can make a complaint to us using the contact details at the top of this privacy notice or email info@siandc.org

If you remain unhappy with how we've used your data after raising a complaint with us, you can also complain to the ICO.

The ICO's address:

Information Commissioner's Office

Wycliffe House Water Lane Wilmslow Cheshire

SK9 5AF

Helpline number: 0303 123 1113

Website: <https://www.ico.org.uk/make-a-complaint>

Last updated 30 April 2025

Have you checked that you have claimed all the benefits you're entitled to when working with us?

Don't forget that when you work with us you get the following benefits:

- 5% of profits from each sale donated to a charity of your choice
- Refer us to a buyer and get paid
- Provide feedback and earn a 2% refund

SI&C
THE 5% CLUB 

SI&C
OUR REFERRAL PROMISE 

SI&C
CUSTOMER INSIGHTS 

Do you have any
queries on this
policy?

If so, contact us at
info@siandc.org