

Tel: 0844 880 3170
Fax: 0844 880 3171
Email: info@nbg.co.uk
Website: www.nbg.co.uk



NBG Ltd
31-33 Chapel Hill
Huddersfield
West Yorkshire
United Kingdom
HD1 3ED

Privacy Notice

Who are we?

References to 'us' or 'we' are references to NBG Ltd (Network Group). Our company registration number is 02895088.

What is the purpose of this Privacy Notice?

Your privacy is very important to us. The purpose of this Privacy Notice is to explain who we are, the Personal Data we collect, how we collect it and how we use it. In summary we use very limited Information about you (which may contain an element of Personal Data). What we mean by 'Information' is explained in the following paragraph.

What kind of Personal Data do we collect?

The personal data we collect, is restricted to the following, but may vary according to the relationship with us:

- Your Name
- Your Company Name
- Your Company Address
- Your Company Email Address
- Your Company Telephone Number and, if you provide it, your mobile telephone number.

Where do we collect Personal Data from?

We collect Information from the following sources: Information that you supply to us either by telephone, email or via the contact forms on our website; information provided to us by your company; Companies House; your Company's website.

Our website uses cookies and Google Analytics to record visitor behaviour patterns and standard Internet log information such as IP address, operating system, browser type and how you navigated to / from our website: directly, via a search engine or via a link on another website. This data is processed so that no one is identified. You may disable cookies in your browser, though doing so may affect your experience when using our website.

Do we collect Personal Data from third parties?

We collect personal data from third parties. These include our preferred partners, service providers, suppliers, event sponsors, referrals, as well as from publicly available sources such as LinkedIn and company websites.

How will we use your Personal Data?

We must always have a lawful basis for using personal data. Your personal data may be used for one or more of the following specific purposes:

- For a legitimate interest and the purpose of business-to-business marketing
- To perform our contract if we have entered into a contractual relationship with you
- Maintaining our business relationship with you once any contracted deliverables have been supplied
- To perform pre-contract activities if we are mutually working towards a contractual relationship
- To respond to specific requests that you make via email, telephone, or our website

Will we share your Personal Data?

We do share Personal Data with the other companies in our group, for the purposes described in this Privacy Notice.

With your consent we share Personal Data with our third-party preferred partners, for the sole purpose of business-to-business marketing of their products and services.

How do we protect your Personal Data?

To maintain the security of your Personal Data, we implement technical and organisational measures that are appropriate to the risks associated with the loss / illegal processing of your Personal Data. Information is stored by us in a secure data centre located in the UK.

Some of our third-party preferred partners are located outside the UK or European Economic Area (EEA). Where this is the case and the EU Commission has deemed these countries to not have an adequate level of protection, we have agreements in place which include standard contractual clauses to ensure safeguards are in place that protect your personal data to the same standard as would be expected within the UK or EEA.

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How long will we hold your Personal Data for?

If you have entered into a contract with us, we will retain your Personal Data for a minimum of seven years after the cessation of the contract. Otherwise, we will delete your personal data twenty-four months after our last contact or attempted contact with you.

What are your rights in relation to the Personal Data that we hold?

As a data subject whose personal information we hold, you have certain rights. You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you. Your rights are as follows:

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 personal 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 personal information in certain circumstances.

Your right to object to processing - You have the right to object to the processing of your personal information in certain circumstances.

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

Your right to withdraw consent - If you have provided us with a consent to use your Personal Data you have a right to withdraw that consent easily at any time. Withdrawing a consent will not affect the lawfulness of our use of your Personal Data in reliance on that consent before it was withdrawn.

To exercise any of these rights you should contact us using the details below. Should you feel unsatisfied with our handling of your data, or about any complaint that you have made to us about our handling of your data, you are entitled to escalate your complaint to the Information Commissioner's Office (ICO), Address: ICO, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF. Tel: 0303 123 1113
Website: www.ico.org.uk

How can you contact us?

We can be contacted in writing at NBG Ltd, 31-33 Chapel Hill, Huddersfield, West Yorkshire HD1 3ED. Via email to info@nbg.co.uk or via the contact page on our website, which can be found at <https://www.nbg.co.uk/contact>

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