Privacy Notice

Salterton Associates Limited

Last updated 20th July 2026

1. Introduction

1.1 Salterton Associates Limited (“we”, “us”, “our”) is committed to protecting your privacy. This Privacy Notice explains how we collect, use, store, and share your personal data when you visit our website, use our services, or otherwise interact with us.

1.2 This notice applies to all visitors to our website, prospective clients, existing clients, associates, suppliers, and any other individuals whose personal data we process in the course of our business activities.

1.3 By using our website or submitting your personal data to us, you acknowledge that you have read and understood this Privacy Notice. Where we rely on consent as a legal basis for processing, we will obtain your explicit consent at the point of data collection.

2. Data Controller

2.1 Salterton Associates Limited is the data controller responsible for your personal data. We comply with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

2.2 We are registered with the Information Commissioner’s Office (ICO) under registration number ZB045923.

2.3 If you have any questions about this Privacy Notice or our data policies and practices, please contact us at the details provided at the end of this document.

3. Personal Data We Collect

3.1 We collect personal data through various means when you interact with our website, consult for us or use our services.

Information you provide directly on our website.

3.2 When you complete contact forms, request information, book or attend training, or otherwise engage with us through our website, you are likely to provide: your name, email address, telephone number, organisation name, job title or role, postal address, and any other information you choose to include in your message or enquiry.

3.3 When you visit our website, we automatically collect certain technical and usage data including: your IP address, geographic location derived from your IP address, browser type and version, operating system, device type, referring website, pages visited, time spent on pages, and other data relating to your interaction with our website.

3.4 We may receive personal data about you from third party sources including analytics providers and publicly available sources such as Companies House and LinkedIn.

Information you provide directly in application for a consultancy position.

3.5 When you consult for us, you will provide data through an application form, C.V or other onboarding form. You will likely provide your name, email address, telephone number, organisation name, job experience, postal address, and any other information we need in order to onboard you as a consultant for the company. We will also seek references, copies of qualifications or certificates, right to work documentation. We may also take interview notes. We will also ask for bank details to pay invoices.

3.6 The purpose for providing this information is so we can match you with possible work opportunities with us. As our company delivers international consultancy we may disclose this personal information to other countries or territories outside of the UK. We will share this information with your consent and in order for us to help secure you a consultancy deployment.

Information you provide as a client or business partner.

3.7 When we work together to provide services we will ask you to provide your name, email address, details of the assignment, telephone numbers, email addresses, postal address and information on funding. This could also include project-related information, communications and correspondence, meeting notes, feedback and survey responses.

3.8 The purpose of collecting this information is to match the assignment to the right consultant and deliver services in line with need.

Information we collect to meet our financial responsibilities

3.9 We will process financial data relating to billing, paying consultants and responding to tax-related requirements. This data will include bank details, name, company and addresses on invoices.

3.8 The purpose of collecting this information is to respond to our legal responsibility to pay for goods, services and wages

4. How We Use Your Personal Data

Communications and business development.

4.1 Contact information you share with us through our website forms or in the course of an enquiry may be used to respond to you, to provide information about our consultancy and training services, and to send industry insights, event and webinar invitations, and other communications we believe may be of interest to you. Where required by law, we will only send such communications where you have consented or where we are otherwise permitted to do so. You can opt out of this communication at any time.

Service delivery.

4.2 When you become a client, we use your data to deliver the services you have engaged us to provide, manage our relationship with you, administer training and associate arrangements, issue invoices, and communicate about project matters.

Website improvement and analytics.

4.3 We use usage data such as page views and navigation paths to understand how visitors use our website, identify areas for improvement, and optimise the user experience.

Legal and regulatory compliance.

4.4 We may use your data to comply with applicable laws and regulations, respond to legal requests, protect our rights and interests, and prevent fraud or other harmful activities.

Consultant and employee information

4.5 We will use your consultant data and employee information to assess recruitment applications, to conduct interviews and to conduct background checks. This information also helps us to deliver effective recruitment processes. We also gather this data to meet our legal obligations to our employees and consultants, to manage disputes and claims and to protect our legal rights and the legal rights for consultants and employees. provide efficient and effective support, to ensure we our legal and regulatory responsibilities

5. Legal Basis for Processing

We process personal data under one or more of the following lawful bases:

- Performance of a contract;
- Compliance with a legal obligation;
- Legitimate interests pursued by our business;
- Consent, where required;
- Establishment, exercise, or defence of legal claims.

6. Cookies and Tracking Technologies

6.1 Our website uses cookies and similar technologies to collect and store information about your visit. Cookies are small text files placed on your device that allow us to recognise you and remember your preferences.

6.2 Essential cookies. These cookies are necessary for the website to function properly and cannot be disabled. They include cookies that enable core functionality such as security, network management, and accessibility.

6.3 Analytics cookies. When used, analytics cookies help us understand how visitors interact with our website, including pages visited, time on site, and navigation paths. We may use tools such as Google Analytics for this purpose. Non-essential cookies are only set where you have given your consent.

6.4 Managing cookies. Where our website sets non-essential cookies, you will be presented with a cookie consent banner that allows you to accept or reject them. You can change your cookie preferences at any time through our cookie settings or by adjusting your browser settings. Please note that disabling certain cookies may affect the functionality of our website.

6.5 IP address and location. We may collect your IP address when you visit our website and use it to derive approximate geographic location information, to understand where our visitors are located, deliver region appropriate content, detect and prevent fraud, and analyse website usage. IP addresses may also be shared with third party analytics providers as part of their measurement functionality.

7. Data Sharing and Third Parties

7.1 We may share your personal data with the following categories of third parties:

- Service providers: third parties who provide services on our behalf, including website hosting, email and communications platforms, customer relationship management systems, and analytics providers. These providers process data only on our instructions and are contractually bound to protect your data.
- Associates and subcontractors: where relevant to the delivery of services you have engaged us to provide, and subject to appropriate confidentiality and data protection obligations.
- Professional advisers: including lawyers, accountants, and auditors where necessary.
- Legal and regulatory bodies: where required by law or to protect our legal rights.

8. International Data Transfers

8.1 Some of our third party service providers may be located outside the United Kingdom. Where we transfer your personal data internationally, we ensure appropriate safeguards are in place, including transfers to countries with adequacy decisions, standard contractual clauses approved by the UK Information Commissioner, or other lawful transfer mechanisms.

9. Data Retention

9.1 We retain your personal data only for as long as necessary to fulfil the purposes for which it was collected. Retention periods vary depending on the type of data and the purpose of processing. Marketing and enquiry contact data is retained until you withdraw consent or request deletion, or for a period of three years from your last interaction with us, whichever is sooner. Client data is retained for seven years following the end of our engagement for contractual and legal compliance purposes. Consultant and employee information is retained for seven years in line with best practice and contractual rights. Financial information is retained for seven years to comply with accountancy rules. Website analytics data is retained in aggregated form indefinitely and in identifiable form for a limited period.

10. Your Rights

10.1 Under UK data protection law, you have the following rights in relation to your personal data:

- Right of access — to request a copy of the personal data we hold about you. You will find our subject access request procedure on our website alongside this privacy notice.
- Right to rectification — to request that we correct any inaccurate or incomplete personal data.
- Right to erasure — to request that we delete your personal data in certain circumstances.
- Right to restrict processing — to request that we restrict processing in certain circumstances.
- Right to data portability — to receive your personal data in a structured, commonly used, and machine readable format.
- Right to object — to object to processing based on legitimate interests or for direct marketing.
- Right to withdraw consent — where processing is based on consent, to withdraw that consent at any time.

10.2 To exercise any of these rights, please contact us using the details provided below. We will respond to your request within one month of receipt.

11. Data Security

11.1 We implement appropriate technical and organisational measures to protect your personal data against unauthorised access, alteration, disclosure, or destruction. These measures include access controls, secure data storage, and regular security assessments. However, no method of transmission over the internet or electronic storage is completely secure, and while we strive to protect your personal data, we cannot guarantee its absolute security.

12. Third Party Websites

12.1 Our website may contain links to third party websites. We are not responsible for the privacy practices or content of these external sites, and we encourage you to read the privacy policies of any third party websites you visit.

13. Changes to This Policy

13.1 We may update this Privacy Notice from time to time to reflect changes in our practices or applicable law. We will notify you of any material changes by posting the updated notice on our website with a new effective date. We encourage you to review this policy periodically.

14. Complaints

14.1 If you have any concerns about how we handle your personal data, please contact us in the first instance and we will do our best to resolve your concerns. You also have the right to lodge a complaint with the Information Commissioner’s Office

(ICO), the UK supervisory authority for data protection. You can contact the ICO at ico.org.uk or by telephone on 0303 123 1113.

15. Contact Us

15.1 If you have any questions about this Privacy Policy or wish to exercise your rights, please contact us at:

Salterton Associates Limited

Email: ian.tyers@salterton.uk

Registered office: 4 Cedar Court, Tiverton Business Park, Tiverton, Devon, United Kingdom, EX16 6GT

Registered Company Number: 13099301