



LOREUS PRIVACY NOTICE

Loreus Ltd is a spin-out company from Nottingham Trent University specializing in environmental consultancy, training and software.

At Loreus, we are committed to maintaining the trust and confidence of the visitors to our web site and we don't sell, rent or trade email lists with other companies for marketing purposes or profiling. In this Privacy Notice, we provide detailed information on when and why we collect your personal data, how we use it, the limited conditions under which we may disclose it to others and how we keep it secure. It also explains your privacy rights and how the law protects you.

When we collect your personal data

We collect some of your personal data when you create a new account on our website.

What personal data we collect

During the registration process, we ask you to provide:

- your email address;
- your first name and surname;
- the city and country where you are based;
- your organisation;
- your position in the organisation
- whether you work in the private, sector, public sector, charitable sector or other;
- whether or not your company is an SME.

Why we collect your personal data

We use your email as part of the registration process to ensure that the email we have for you is correct.

Thereafter, we use the information to:

- tell you about the latest developments in the environmental and sustainability fields;
- contact you if we need to obtain or provide additional information;
- check that you're happy with the services we provide.

The legal basis on which we collect and hold your personal data

We collect and hold your personal data with your consent, which you give when you click the box at the bottom of the registration page on the Loreus website. In addition, it is a contractual necessity for us to hold your personal data so that we can provide you with access to your course records and certificates.

When we disclose your personal data

As a rule, we do not pass on your data to other organisations. The one exception is that we send details of those accessing the NSPPP courses to the Department of Health so that they can assess the demand for these courses, which we host on their behalf.

How long we keep your personal data

We keep your personal data for five years after you have completed your course(s) so that we can keep your course records and certificates, should you want them in the future.

How we keep your personal data secure

Loreus has stringent procedures in place to protect your personal data. The databases containing your personal data are protected with secure passwords and are only accessible by selected staff who are highly trained in data protection.

How you access, amend or delete your personal data from our system

Under the General Data Protection Regulation (GDPR), you have the right to access, amend or delete your personal data from our system. To do this, please contact our Data Controller at support@loreus.com. We can provide you with a copy of your personal data held on our system free of charge if the request is not manifestly unfounded or excessive. This will be done within a month.

The right to complain and how the law protects you

If you have any problems with the way we are handling your data, please tell us straight away. If we are unable to resolve the problem, you have the right to complain to The Information Commissioner's Office (ICO) at <https://ico.org.uk/>