

Privacy Notice

Procur3d Consulting Ltd

1.0 Who we are

Procur3d Consulting Ltd (“Procur3d”, “we”, “us”) is a commercial and procurement consultancy and is the data controller for the personal data described in this notice. We are registered with the Information Commissioner’s Office (registration reference ZA743554).

You can contact our Data Protection Lead at admin@procur3d.com or by writing to: Data Protection Lead, Procur3d Consulting Ltd, 3rd Floor, 86–90 Paul Street, London EC2A 4NE.

2.0 Who this notice is for

This notice explains how we use the personal data of the people we deal with outside the organisation: contacts at our client organisations; contacts at our suppliers and associates; prospective clients and other business contacts; people who contact us through our website or by email; and people who apply to work with us. Information about job applicants is held under this notice during the recruitment process; if you are hired, it transfers to your employee record and is then covered by our separate privacy notice for staff and contractors.

3.0 The personal data we process

We typically process business contact information: your name, job title, work email address, work telephone number and postal address, and our correspondence and meeting notes with you. For business development we may also hold your LinkedIn profile and a record of our contact. For job applicants we process your CV, application, interview notes and, with your agreement, references. If you contact us through our website, we process the name, email address and the content of the message you submit. When you use our website we also process limited technical and usage data through cookies (see Section 12).

4.0 Why we use it, and our lawful basis

We process your personal data for the following purposes and lawful bases under Article 6 UK GDPR.

Purpose	Lawful basis	How long we keep it
Delivering our services under a client engagement	Contract — Art 6(1)(b) (with the client organisation); Legitimate interests — Art 6(1)(f) (for contacts at the client)	7 years after the engagement ends
Managing supplier and associate relationships	Contract — 6(1)(b); Legitimate interests — 6(1)(f)	7 years
Business development and B2B marketing	Legitimate interests — 6(1)(f); Consent — 6(1)(a) where opted in	Until you opt out, then deleted within 30 days
Responding to website and email enquiries	Legitimate interests — 6(1)(f)	Up to 12 months from last contact, then deleted
Considering job applications	Pre-contract steps — 6(1)(b); Legitimate interests — 6(1)(f)	6 months (unsuccessful applicants)

5.0 Where we get your data

We usually collect your data directly from you or from the organisation you work for. For business development we may also obtain business contact details from public sources such as LinkedIn or company websites, or through referrals. For recruitment we may receive your details from a recruitment agency you have engaged with.

6.0 Who we share it with

We share personal data only where necessary, for example with: our website host, Wix, which processes enquiries submitted through our website; our accountant; our IT provider, Resolution IT; Microsoft (as part of our Microsoft 365 environment); our professional advisers and insurers; regulators, where we are required to do so; and — where instructed by a client — the project team for that engagement. We do not sell your personal data.

7.0 International transfers

Most of your data is held within our Microsoft 365 environment, configured for UK/EU data residency. Some data — for example enquiries submitted through our website — is processed by our website host, Wix, which may process personal data outside the UK. Where personal data is transferred outside the UK, we rely on an appropriate safeguard recognised under UK data protection law (such as UK adequacy regulations or the International Data Transfer Agreement). We do not otherwise transfer your personal data to countries that do not have adequate protection.

8.0 How long we keep your data

We keep your data only as long as necessary for the purpose it was collected and to meet our legal obligations. The main periods are shown in Section 4; full activity-level periods are recorded in our internal records-retention schedule.

9.0 How we protect your data

We hold Cyber Essentials Plus certification (whole organisation) and apply controls including multi-factor authentication, managed and encrypted devices, conditional access, endpoint protection and least-privilege access.

10.0 Your rights

Under data protection law you have the following rights:

- the right to be informed about how we use your data (this notice)
- the right of access to a copy of the data we hold about you
- the right to rectification of inaccurate or incomplete data
- the right to erasure, where we no longer have a lawful reason to keep it
- the right to restrict our processing while a concern is resolved
- the right to data portability, where processing is automated and based on consent or contract
- the right to object to processing based on legitimate interests, and to direct marketing at any time
- rights relating to automated decision-making and profiling (we do not carry out such processing)

To exercise any of these, contact our Data Protection Lead using the details in Section 1. We will respond within one month. There is normally no charge.

11.0 Marketing & your right to object

Where we send you business-to-business marketing, we rely on our legitimate interests, and we comply with the Privacy and Electronic Communications Regulations (PECR). You can object to marketing at any time — simply reply to opt out, or contact our Data Protection Lead — and we will stop and add you to our suppression list. No verification is required and there is no charge.

12.0 Our website and cookies

If you contact us through our website, we use your details only to respond to your enquiry. Our website is hosted on Wix and uses cookies. Cookies that are strictly necessary for the website to

function are always active; non-essential cookies, including analytics, are used only with your consent, which you can give or withdraw through the cookie banner. Full details of the cookies we use are set out in our Cookie Policy.

13.0 Automated decision-making

We do not make decisions about you based solely on automated processing that produce legal or similarly significant effects.

14.0 Complaints

If you have a concern about how we handle your data, please raise it with our Data Protection Lead first. You also have the right to complain to the ICO at any time: ico.org.uk | 0303 123 1113 | Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF.

15.0 Changes to this notice

We review this notice regularly and update it when our processing or the law changes. The date this notice was last updated is shown at the foot of each page.