

Client, Supplier & Website Privacy Notice

Procur3d Consulting Ltd

Effective 30th September 2026 · Version 1.2

1. 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. 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 visit our website or contact us through it (including its chat function) or by email; and people who apply to work with us.

3. 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.

When you visit our website, our website platform and the services listed in our Cookie Policy process technical information such as your IP address, device and browser details and cookie identifiers, together with a record of your cookie choices. If you use the chat function or contact form, we receive the details and messages you provide.

4. 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. The specific basis for each activity is recorded in our Record of Processing Activities.

Purpose	Lawful basis	How long we keep it
Delivering our services under a client engagement	Contract — Art 6(1)(b)	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, chat and email enquiries	Legitimate interests — 6(1)(f)	Until resolved, plus a reasonable period
Operating and securing our website, and recording your cookie choices	Legitimate interests — 6(1)(f); Consent — 6(1)(a) for non-essential cookies	As set out in our Cookie Policy
Considering job applications	Pre-contract steps — 6(1)(b); Legitimate interests — 6(1)(f)	6 months (unsuccessful applicants)

5. 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. Who we share it with

We share personal data only where necessary: with our accountant; our IT provider, Zenzero, and Microsoft (as part of our Microsoft 365 environment); our website host, Wix, and the consent-management service we use, Usercentrics; and, where instructed by a client, within the project team for that engagement. If you consent to the map on our website, Google receives information such as your IP address and uses it as a separate controller under its own privacy policy. We do not sell your personal data.

7. International transfers

Our business records are held within our Microsoft 365 environment under UK/EU data residency. Some of our website services are provided by organisations based outside the UK, such as Wix, Usercentrics and Google. Where personal data is transferred outside the UK, we rely on UK adequacy regulations or appropriate safeguards, such as the UK–US Data Bridge or the UK International Data Transfer Addendum.

8. 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 Record of Processing Activities and Retention & Disposal Schedule.

9. How we protect your data

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

10. 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
- the right to withdraw consent at any time, where we rely on it (for example, for non-essential cookies)

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. Marketing and your right to object

Where we send you business-to-business marketing, we rely on our legitimate interests and 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.

12. Our website, chat and cookies

If you contact us through our website — using the contact form or the chat function — we use your details only to respond to your enquiry. Our website uses a small number of strictly necessary cookies; any other cookies and services, such as the embedded map, are used only with your consent, which you can change at any time through the Cookie settings link on our website. Full details are in our Cookie Policy.

13. Automated decision-making

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

14. 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 Information Commissioner's Office: ico.org.uk | 0303 123 1113 | Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF.

15. Changes to this notice

We review this notice annually and update it when our processing or the law changes. The current version is published on our website.