



## ProVantage Procurement Cookie Policy

Q. What are 'cookies'?

A. 'Cookies' are small text files that are stored by the browser on your computer or mobile phone. They are widely used in order to make websites work, or work more efficiently, as well as to provide information to the owners of the site.

Websites are able to read from and write to these files, allowing them recognise user preferences or return visitors. Cookies are the tools that give websites a sense of memory, allowing them to recognize one user's website visit from another.

Each web domain can only access cookies stored by that specific web domain, meaning that only the paconsulting.com servers can access the cookies set by the paconsulting.com domain. These cookies are called first party cookies. Third party cookies are cookies set by third-party websites.

Note - cookies are not software, they are not programs, they cannot carry viruses and they cannot install any kind of malware on the host computer.

The data collected within these cookies are anonymous, based on IP addresses and do not contain any individual information.

### Use of cookies on this site

Some cookies used on Provantageprocurement.co.uk are technically necessary for the web site to operate.

We use other cookies for marketing and website optimisation. Some of them are analytical cookies and allow us to understand how our web site performs: we can count the number of visitors, know how effective our content is and improve how our web site works. We use this information anonymously for statistical purposes. Others can be combined with personal data visitors have consented to give to us so we can deliver marketing or advertising communications that are relevant to their interests.

Finally, some cookies are used by advertisers to deliver advertising material relevant to visitors' interests.

Please contact us if you want more information on how we use cookies



## ProVantage Procurement Privacy Policy

This website is operated by ProVantage Procurement Ltd, The Old School House, 3a Leckhampton Rd, Cheltenham, Glos, GL53 0AX

ProVantage Procurement promises to use all reasonable endeavours to keep your data safe

ProVantage Procurement promises to comply with the Data Protection Act 1998, the General Protection Regulations 2016 (“GDPR”) and, when passed, the Data Protection Bill 2018 (collectively “Data Protection Law”)

### How we use your information

This privacy notice tells you what to expect when ProVantage Procurement collects personal information. It applies to information we collect about:

- Visitors to our websites
- People who use our services, e.g. existing customers and past customers
- People whose services we use, e.g. suppliers
- People’s information supplied to us by our customers

ProVantage Procurement ensures all our staff have been fully trained and made aware of their responsibilities under the GDPR framework and we undertake regular reviews of both our information security policies, security and best practice in respect of protection of personally identifiable information (PII).

### Visitors to our Website

When someone visits our website, we collect and use Aggregated Data such as statistical or demographic data. For example, we may aggregate your Usage Data to calculate the percentage of users accessing a specific website feature. If we combine or connect Aggregated Data with your personal data so that it can directly or indirectly identify you, we treat the combined data as personal data which will be used in accordance with this privacy notice and our privacy policy.

This privacy notice does not cover the links within this site linking to other websites. We encourage you to read the privacy notices on the other websites you visit.

### Contact Us page

By completing the contact us page, your details will be stored in our database and will be used to enable us to make contact with you with relevant information. Your information will not be shared with any other organisation.



## **People who use ProVantage Procurement's services, (e.g. existing and past customers)**

We have to hold the details of the people who have requested our service and their team members in order to provide the service. However, we only use these details to provide the service the person has requested and for other closely related purposes.

## **People's information supplied to us by our customers**

ProVantage Procurement is the data controller for the information provided by our customers. Data will be used under the guidance of the supplying client who is compliant with Data Protection Laws. Data will not be passed on at any time

## **Your Rights**

Under the Data Protection Laws, you have rights as an individual which you can exercise in relation to the information we hold about you.

You can read more about these rights here – <https://ico.org.uk/for-the-public/is-my-information-being-handled-correctly>

When you have consented to us holding your personal data:

### **Right of Access**

- Individuals have the right to access their personal data and supplementary information
- The right of access allows individuals to be aware and verify the lawfulness of the processing
- We will provide a copy of the information held free of charge and provided within one month of the request
- A request to access information should be sent by email to [peter.roberts@provantageprocurement.co.uk](mailto:peter.roberts@provantageprocurement.co.uk)

### **Security**

We will always hold your information securely. To prevent unauthorised disclosure or access to your information, we have implemented strong physical and electronic security safeguards

### **Our Commitment**

We will ensure that:

- Consent is received from all stakeholders, contacts, colleagues, customers to hold personal data
- Data is current and accurate
- Data is not excessive or irrelevant



## **ProVantage Procurement**

- Data is removed once the commercial requirement is ended
- Data is not shared without permission
- Data is not used in ways that are unacceptable or unexpected by the person it is about
- Data is kept securely
- Data is deleted when the person exercises their right to be forgotten

## **Contact Information**

This privacy notice was drafted with clarity in mind. It does not provide exhaustive detail of all aspects of ProVantage Procurement's collection and use of personal information

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