

## Privacy Statement for External Parties

This Privacy Statement sets out the basis on which any personal data we collect from you, or that you provide to us, will be processed by us. Please read the following carefully to understand our views and practices regarding your personal data and how we will treat it.

### Purpose

This Privacy Policy covers only information which is collected from external parties including customers, contacts, suppliers, sub-contractors and consultants.

### Data Use:

The Fundamentals group of companies takes your privacy very seriously and will only use your personal information to administer your account and to provide the products and services that you have requested from us or provide to us. Your data may be shared within the Fundamentals group of companies or selected partners for these purposes.

From time to time we may wish to contact you by email or telephone with details or updates about other products and services that the Fundamentals group of companies provides, relevant industry information or personalised events. We will only do this as part of legitimate interests pursued by us as the data controller. Your data may be shared within the Fundamentals group of companies or selected partners for these purposes.

### Data protection:

Fundamentals Ltd complies with the General Data Protection Regulations (2018) (the "GDPR"). For the purposes of the GDPR, Fundamentals Ltd are the data controller and sole owner of the personal data provided by external parties.

Fundamentals will never sell your personal data. Fundamentals Ltd will not, share or transfer your personal data except as set out in this Privacy Policy.

We take measures to keep personal data as safe and secure as possible and to protect against loss, unauthorised disclosure or access. Access to personal data is limited to those who require the information to carry out the business of the Company.

Transmission of information via the internet is not completely secure. Although we will do our best to protect your personal data, we cannot guarantee the security of your data transmitted via the internet; any transmission is at your own risk. Once we have received your information, we will use strict procedures and security features to try to prevent unauthorised access.

The GDPR give you the right to access details that we hold about you; for more information please refer to our Data Protection Policy which is available from our website or on request to [admin@fundamentalsltd.co.uk](mailto:admin@fundamentalsltd.co.uk).

### Rectification, Erasure and Restriction:

If you would like to change any information we hold about you or withdraw consent please contact [admin@fundamentalsltd.co.uk](mailto:admin@fundamentalsltd.co.uk) with the changes that you require.