

Privacy Policy

Acuity Business Solutions Ltd takes your privacy seriously and will only use your personal information to administer your account and provide the services you have requested from us.

This privacy policy explains what information we collect about you, how we will use this information, who it will be shared with and how it will be processed.

Data Protection Act Compliance

All data collected and held by Acuity is done so in line with our Data Protection Policy which sets out the obligations of Acuity Business Solutions Limited regarding data protection and the rights of employees, associates and clients (“data subjects”) in respect of their personal data under the Data Protection Act 2018 (“DPA”).

What information does Acuity Business Solutions Ltd collect about you?

If you are seeking or engaged in the delivery of any of our services we will need to collect and retain personal information from you such as your name, postal address, email address, telephone number, National Insurance Number, Date of Birth, Employment History and bank account details.

The information we collect on our clients would be only what we needed to deliver a contract, this is likely to be any information you provide us within a contract such as contact details, address and financial information such as purchase order numbers.

As a business it is necessary to maintain HR records which could include contract details, sickness records and salary but we would only retain information that which would enable the functionality of the business.

Where does my personal information come from?

Acuity only holds personal information that you have provided us electronically, by post or by telephone. Acuity does not request or receive personal information about you from other organisations.

How will Acuity Business Solutions Ltd use the information about you?

Acuity will use the information to enable us to fulfil the terms of a service such as delivering a consultancy assignment or resourcing an Interim role, or for the purposes of performing a contract. We may also use your personal information to maintain a relationship and notify you of other services that we think may be of interest to you.

We will always ask for your permission to use your information for these purposes, and we will only share your information with interested third parties in order to fulfil the terms of a service such as delivering a consultancy assignment or resourcing an Interim role, or for the purposes of performing a contract.

Your information will only be processed by authorised staff in accordance with this policy, we will take all reasonable steps to ensure all information about you whether electronically or hard-copy, secure, accurate and up to date.

Does Acuity Business Solutions Ltd share my information with anyone else?

Yes. As mentioned above, Acuity will only share information with an interested third-party organisation that is necessary to fulfil the terms of a service such as applying for an Interim role on your behalf.

During this process your information is very safe, we are committed to safeguarding your information. Acuity are accredited with Cyber Essentials which is a Government-backed, industry-supported scheme to help organisations protect themselves against common online threats.

Marketing

Acuity would like to send you information about other services which may be of interest to you, this activity would be carried out via email. If you have consented to receiving this information, you can withdraw your consent at any time, details of how to do this is outlined in this privacy policy.

You have a right at any time to stop us from contacting you for marketing purposes or giving your information to other interested parties.

If you no longer wish to be contacted for marketing purposes, to [unsubscribe please click here.](#)

How long does Acuity keep my information?

Relevant personal information will be retained on file for a period of 6 years after the end of our business relationship for example for an associate consultant this may be 6 years after the conclusion of a contract or for a client this would be 6 years after the contract expires.

We will contact you every 2 years to ensure the information we hold is still relevant and accurate, and remind you what services you are receiving from Acuity.

It is our policy to safely destroy personal information once there is no longer a service to fulfil or business need, all reasonable steps will be taken to ensure information is securely destroyed using a qualified and accredited organisation.

Access to your information and correction

You have the right to request a copy of the information that we hold about you. If you would like a copy of some or all of your personal information, please email info@acuitynet.co.uk or write to us at

75 Basepoint Business Centre
Yeoford Way
Marsh Barton
Exeter
EX2 8LB

We will provide this information free of charge within 30 days of receiving your request.

We want to make sure that your personal information is accurate and up to date, you may ask us to correct or remove information you think is inaccurate.

How can I withdraw my consent to Acuity using my information?

You have a right to withdraw your consent to Acuity using your information at any time.

All you need to do is get in touch by emailing info@acuitynet.co.uk or telephoning 01392 826035.

Alternatively, you can write to us at 75 Basepoint Business Centre, Yeoford Way, Marsh Barton, Exeter EX2 8LB.

Privacy on our website

This privacy policy also applies to any personal information we collect via our website www.acuitynet.co.uk

Cookies

Acuity Business Solutions Ltd use cookies across the website in order to improve the websites' performance. The cookies that are used on the website are detailed below:

Name	Host	Expires
__utma	.acuitynet.co.uk	On session
__utmb	.acuitynet.co.uk	30 minutes after session start
__utmc	.acuitynet.co.uk	At end of session
__utmt	.acuitynet.co.uk	10 minutes after session start
__utmz	.acuitynet.co.uk	6 months after session start
Hash	.www.acuitynet.co.uk	40 days after session start
PHPSESSID	www.acuitynet.co.uk	At end of session

__UTM cookies are first party Google Analytics cookies. These are used so that Google Analytics can store information on sessions such as, time of visit, whether the visitor is new to the site or has visited before and where the user was referred from.

You can remove cookies from your browser at any time.

Other websites

Our website contains links to other websites. This privacy policy only applies to this website so when you link to other websites you should read their own privacy policies.

Changes to our privacy policy

We keep our privacy policy under regular review and we will place any updates on this web page. This privacy policy was last updated 16th September 2022.

What can I do if I have a complaint about Acuity's use of my data?

In the first instance we would like to hear from you if you are unhappy in any way about the use of your information, so that we can try to put things right. You can do this by getting in touch using the details provided in the 'How to Contact Us' section of this privacy policy.

If you remain dissatisfied with our response to your complaint, you should contact the Information Commissioners Office at <https://ico.org.uk/concerns>

How to Contact Us

Please contact us if you have any questions about our privacy policy or information we hold about you:

By email: info@acuitynet.co.uk

Telephone: 01392 826035

Or write to: 75 Basepoint Business Centre, Yeoford Way, Marsh Barton, Exeter EX2 8LB