



## Privacy Policy

### Purpose of policy

To carry out our services, The Outsourcing Group TOG Ltd, is required to process contact information and provide some of that information to third-party partners. This contact information is collected via an online form, of which details are entered freely by users. The Outsourcing Group TOG Ltd, stores this contact information securely for future correspondence to ensure the user found these services to be satisfactory.

### Data processors

The Outsourcing Group TOG, Ltd data is processed and stored in Salesforce CRM. Salesforce CRM securely holds this information as a created 'contact'.

### How we collect data

The Outsourcing Group TOG Ltd, collects; Contact Name, Email, Job Title, Phone Number and Company Name via an online form filled in by the user at their own free will. The Outsourcing Group TOG Ltd, uses third-party application, Google Analytics. Google collects IP addresses and tracks users' interaction with the website for The Outsourcing Group to be able to view and adapt the website content to make it more relevant to the user.

### How we use data

The Outsourcing Group TOG Ltd, gains consent to collect and process this contact information when a user submits an online form to be introduced to a partner. The Outsourcing Group TOG Ltd, matches company level information and makes an introductory email to the user and partner where their contact details are shared within the contents of that email.

### How we disclose data

Partners to The Outsourcing Group TOG Ltd who match the project requirements and location preferences receive the contact data once they have accepted the opportunity to be introduced to the user.

### The data subject's rights

Users of the site who provide contact information have the right to be forgotten and the right to object. Please contact The Outsourcing Group TOG Ltd at [contact@theoutsourcing-group.com](mailto:contact@theoutsourcing-group.com) if you would like your information to be deleted, we will endeavour to delete this information as quickly as possible upon receiving a request for deletion.

### How to complain

If you have any complaints about the security of your personal information, you have the right to complain to the UK advisory body, the Information Commissioner's Office (ICO).

### Changes of privacy policy

The Outsourcing Group TOG Ltd have the right to change these terms, at any time, a change in privacy policy will be sent to those who we have contact information stored.

### Contact

If you have any questions about The Outsourcing Group TOG Ltd's, privacy policy, get in touch at [contact@theoutsourcing-group.com](mailto:contact@theoutsourcing-group.com).