

ALTUS CERTIFICATION

PRIVACY POLICY



ALTUS CERTIFICATION is an Accredited Certification Body offering Auditing and Certification services, across a range of International Management System Standards

This Privacy Policy explains how we use any personal information we collect from you during the Certification process, from Application onwards

What information do we collect about you?

During the Application process we collect information about your organisation, to enable us to determine our capability to deliver Accredited Certification, in line with the requirements of International Management System Standards. At this point the only personal information collected will be:

- Name
- Position
- Address
- Email
- Telephone Number

During the Auditing process we are required to record the names and positions of personnel in attendance at the Opening and Closing Meetings

How will we use the information about you?

The information you provide us is only used to allow **ALTUS CERTIFICATION** to contact you during the Certification Process and this information is only available to **ALTUS CERTIFICATION** Accreditation Bodies, during their annual compliance audits. The Accreditation Bodies ensure confidentiality through strict 'Non-Disclosure' agreements

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 your personal information, please email or write to us at the address shown below

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. If this is the case, please email or write to us at the address shown below

Cookies and how we use them

We do not use cookies on our website, and we will not place cookies on your computer when you access our website

However, there is an exception when cookies are essential to provide an online service such as eCommerce; you can read more here <https://ico.org.uk/for-organisations/direct-marketing-and-privacy-and-electronic-communications/guide-to-pecr/cookies-and-similar-technologies/>

We use Google Analytics to analyse user activity and gain insights to help us improve our website. You can learn more about how Google uses data by visiting their web page located at www.google.com/policies/privacy/partners/ or any other URL Google may provide from time to time

You can take steps to block cookies by using the security settings in your web browser

Changes to our Privacy Policy

We keep our Privacy Policy under regular review, and we will place any updates on our website

How to contact us

Please contact us if you have any questions about our Privacy Policy, or information we hold about you:

Email: chris@altuscert.com

Or write to us at: **ALTUS CERTIFICATION, Suite 8 Point North, Park Plaza, Hayes Way, Cannock, WS12 2DD, England**