



Assured Biosolids Limited  
Biosolids Assurance Scheme

# PRIVACY POLICY INCLUDING COOKIE POLICY

Issue number: 3

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## **1. Information about us**

The Biosolids Assurance Scheme (BAS) and the associated website [www.assuredbiosolids.co.uk](http://www.assuredbiosolids.co.uk) are owned by Assured Biosolids Limited. We are a not-for-profit company limited by guarantee registered in England and Wales under company number 09470085. Our registered company address is: Assured Biosolids Limited, Lancaster House, Lancaster Way, Ermine Business Park, Huntingdon, Cambridgeshire, PE29 6XU.

## **2. Contact us**

If you would like to contact Assured Biosolids Limited, please use the contact form on the website or write to us at the address above.

## **3. Privacy policy**

### **3.1. Policy**

Assured Biosolids Limited are committed to protecting and respecting your privacy.

This policy 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 policy and practices regarding your personal data and how we will treat it. By contacting us or visiting our website, you are accepting and consenting to the practices described in this policy.

### **3.2. How do we collect information?**

We may obtain personal information from you when you contact us through our website, send or receive email, or otherwise provide us with personal information.

If you give us information about another person, you confirm that the other person has appointed you to act on their behalf and agreed that you:

- Shall consent on their behalf to the processing of their personal data;
- Shall receive any data protection notices on their behalf

### **3.3. What information do we collect?**

#### **3.3.1. Personal information**

The personal information we collect will depend on the nature of the transaction. It might include name, email address, postal address, and telephone number.

#### **3.3.2. Website data**

We also gather general information about the use of our website, such as which pages users visit most often. This information is anonymous and may be used to improve the provision of content.

#### **3.3.3. Cookies**

Our website uses cookies to distinguish you from other users of our website. This helps us to provide you with a good experience when you browse our website and allows us to improve our website. For detailed information about our Cookies and how we use them see our Cookie Policy below.

### **3.4. How do we use this information?**

Depending on your relationship with us, we will use your personal information to provide you with the services, products or information you have requested.

We will not use your personal information for marketing purposes or share your information with any third party except either with your permission on email circulars e.g. for BAS Members, or with law enforcement agencies in connection with any investigation to help prevent unlawful activity.

### 3.5. How do we protect your personal information?

Our online forms that may collect personal data are protected by encryption. We use appropriate technological and organisational measures to safeguard personal information that is disclosed to us and keep it secure, accurate and up to date.

If there are any suspected data security breaches, we will notify relevant parties and any applicable regulator of a suspected data security breach where we are legally required to do so.

While we will use all reasonable efforts to secure your personal data, in using the website you acknowledge that the use of the internet is not entirely secure and for this reason we cannot guarantee the security or integrity of any personal data that is transferred via the internet. If you have any particular concerns about such information, please contact us using the details above.

### 3.6. Your consent

By providing us with your personal data, including any sensitive personal data, you consent to the collection and use of this information in accordance with the purposes described above and this privacy policy.

You consent to us using your information to send you communications by electronic means, including by email and telephone.

### 3.7. Right of access

You have the right to ask for a copy of the information we hold about you and you may also request to have any inaccuracies in your information corrected and/or your data deleted. Please contact us via the website or in writing to make a request.

If you have any concerns you may also contact the Information Commissioner's Office, available at: <https://ico.org.uk/make-a-complaint>.

### 3.8. Changes

Assured Biosolids Limited may change this policy periodically to ensure it is consistent with our legal obligations.

## **4. Cookie Policy**

### What is a cookie?

A cookie is a small piece of information created by a website and then stored on your computer. This information can be removed from your computer by yourself (persistent cookie) or it will be automatically deleted at the end of a browser session (session cookie). If the cookie still exists, the next time you go to the same website, it can access that cookie and the data inside it.

### Managing cookies

All recent versions of popular browsers give users a level of control over cookies. For more information about controlling cookies in individual browsers, see the [ICO website](#). Please note that disabling session cookies will result in the loss of some useful functionality of this website.

Google Analytics cookies used on the assuredbiosolids.co.uk website are:

| Cookie name | Cookie type | Description   |
|-------------|-------------|---|
| __ga        | 2 years     | Google Analytics Tracking is a set of third-party tracking cookies, some stored in the browser, and some as session cookie. These anonymously identify users and give the site owner the ability to track a user through the website providing usage metrics that assist in traffic analysis and site improvements. |
| __gid       | 24 hours    |   |
| __gat       | 1 minute    |   |



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