

## **Data Protection Notice**

Hindley Lawrence (HL) is committed to processing your personal data in accordance with relevant European Union ("EU") data protection laws. This Data Protection Notice aims to give you information on how your personal data (i.e., information which directly or indirectly identifies you) are processed by HL in the context of our communications with you. For the purposes of EU data protection laws, HL is the data controller.

We are committed to only collecting and holding onto your data for one of the following reasons:

1. You have provided explicit consent to us to keep your information for a specific purpose.
2. You have provided us with your name and professional information, and we can identify a legitimate interest in the processing activities we plan to conduct.
3. We need to hold your data to fulfil a contractual or legal obligation.
4. You work for us, or you have applied to work for us.
5. You've signed up to one of our services.
6. We collect your data as part of the workings of the digital system; for example, IP addresses when you visit our website, your email address when you contact us, or other standard analytics processes.
7. You handed one of our employees your business card.

Subject to your consent, we will process personal data with respect to you such as your name, contact details and services and communication preferences to keep in touch with you and provide information regarding events, products, services and content that may be of interest to you.

We may disclose personal data about you to other HL affiliates and to our service providers who assist HL in delivering communications to you. Those recipients may be located in countries outside of the EEA, which may not have data privacy laws equivalent to those in the EEA. In such a case, we will take all necessary steps to ensure the safety of your personal data in accordance with applicable data protection laws.

Under applicable EU data privacy laws, you may have a right to: (i) request access to and rectification or erasure of your personal data; (ii) obtain restriction of processing or to object to processing of your personal data; and (iii) data portability (i.e. to request the transfer of personal data from one data controller to another in certain circumstances).

If you wish to exercise any of these rights you should contact HL. You also have the right to lodge a complaint about the processing of your personal data with your local data protection authority.

We will take steps to protect your personal data against loss or theft, as well as from unauthorized access, disclosure, copying, use or modification, regardless of the format in which it is held. Subject at all times to applicable laws and unless you withdraw your consent, we will retain your personal data for the purposes described in the notice for a period of 6 years from the date of HL's last interaction with you.