

Privacy Policy

INTRODUCTION

Welcome to the ClearVUE Privacy Policy.

In this Privacy Policy, when we refer to:

- 'we', 'us', 'our', or 'ClearVUE', we are referring to:
 - ClearVUE.Business Limited;
 - ClearVUE.Business MT Limited; and
 - NGP EMS Ltd;
- 'you' and 'your', we mean any individual who:
 - uses our Website;
 - visits any of our premises (for example, one of our offices);
 - directly purchases any of our products or receives our services (for example, as a sole trader);
 - works for one of our Customers; or
 - otherwise communicates with us;
- 'Customers', we mean any company or organisation that we provide our products and/or services to;
- 'personal information', we mean any information that can be used to identify you as an individual (whether alone, or if combined with other information);
- 'services', we mean our energy and utilities management and decarbonisation consultancy services, and our installation services;
- 'products', we mean our range of ClearVUE carbon management and accounting platforms, and any associated hardware; and
- 'Website', we mean <https://clearvue.business/>;

We respect your privacy and are committed to protecting your personal information. In this Privacy Policy, we explain how and why we collect, process, use and disclose your personal information, and what rights you have in relation to our use of it.

In certain circumstances, you may have a right to object to our use of your personal information. For further information regarding this, please refer to the Your Rights section below.

Please read this Privacy Policy carefully as it contains important information to help you understand our practices regarding your personal information. It is important that the personal information we hold about you is accurate and current. Please keep us informed if your personal information changes during your relationship with us.

From time to time, we may change this Privacy Policy. As a result, please refer to this Privacy Policy regularly to review any amendments.

WHO ARE WE?

This Privacy Policy covers the processing of personal information carried out by ClearVUE, which as explained above is made up of three different legal entities.

When this Privacy Policy references 'we', 'us' and 'our', it is therefore specifically referring to the relevant company in ClearVUE responsible for processing your personal information. For the majority of individuals covered by this Privacy Policy, ClearVUE.Business Limited will be the controller of your personal information, however if you work for one of our Customers based in Matla, ClearVUE.Business MT Limited or NGP EMS Ltd will be the controller of your personal data.

We are the controller of your personal information, because we determine how your personal information is processed and for what purposes.

WHAT PERSONAL INFORMATION DO WE COLLECT AND HOW DO WE USE IT?

We may collect and process personal information about you in connection with a service or product provided to you (or to the organisation you work for) by us, through your use of our Website, via our social media pages, when you visit one of our premises, or where we otherwise communicate with you.

This can include a range of personal information, including:

- **Identity Data:** name, username, title
- **Work Details:** job title and information about your organisation such as company name and business sector;
- **Contact Details:** postal address, email address, telephone number;
- **Financial and Transaction Details:** we may process your bank account and payment card details, and details of the payments made and products and services received, where you are directly purchasing our products or receiving our services;
- **Technical Data:** includes internet protocol (IP) address, your login data, passwords, browser type and version, time zone setting and location, browser plug-in types and versions, operating system and platform, and other technology on the devices you use to access our Website;
- **Photographs and Video Recordings:** when you visit one of our premises, we may record CCTV footage of you;
- **Call recordings:** when you speak to us on the phone, we may record our call which will capture your voice;
- **Marketing Preferences:** details of your preferences to receiving marketing from us and your communication preferences;
- **Complaints and Enquiries:** details of any complaints or enquiries that you may make to us; and
- **General Information:** including other personal information you may provide during communications with us (for example, if you provide us with personal information when we are discussing our services to you over the phone).

Where we need to collect personal information by law, or under the terms of a contract we have with you, and you fail to provide that personal information when requested, we may not be able to perform the contract we have or are trying to enter into with you (for example, to provide you with our services). In this case, we may have to cancel a product or service you have with us, but we will notify you if this is the case at the time.

HOW WE COLLECT YOUR PERSONAL INFORMATION

We use different methods to collect personal information from and about you, including:

- **From you directly.** For example, you may provide us with your contact details and marketing preference information when signing up to receive our newsletters, or we may collect your financial information from you when you personally purchase one of our products.
- **Through third parties or publicly available sources.** For example, we may receive your personal information from credit reference agencies, or we may identify your contact details through publicly available sources such as through using Google search.
- **Through automated technologies.** Where you interact with our Website, we may automatically collect certain Technical Data about your equipment, browsing actions and patterns. We collect this information by setting cookies and other tracking technologies on our Website. Please see the Cookies section below for further information.

PERSONAL INFORMATION ABOUT THIRD PARTIES

In the course of using our Website, or through other interactions you may have with us, you may provide us with the personal information of third parties. For example, you may provide us with the information of a colleague when entering into a transaction on behalf of a Customer that you work for. In such cases, we will process such third party personal information in accordance with this Privacy Policy.

Where providing us with third party personal information, you confirm that the third party is happy for you to share their personal information with us, and that you have made them aware of this Privacy Policy.

USE OF YOUR PERSONAL INFORMATION

We collect and process your personal information for a number of different reasons. Under data protection laws, we require a legal basis in order to process your personal information for each of our processing purposes. These legal bases can be:

- where we have your **consent**;
- where the processing is **necessary for us to pursue a legitimate interest**, and our legitimate interests are not overridden by your interests or rights;
- where the processing is **necessary in order to enter into a contract with you or to perform a contract that we have in place with you**;
- where the processing is **necessary in order to comply with a legal obligation**; or
- where the processing is **necessary in order to protect your vital interests**.

We have set out in the table below the main purposes for which we process your personal information, along with the legal bases we rely upon for such processing.

Purpose	Legal Basis
Customers	
To provide our products and services, and to carry out our obligations and exercise our rights that arise from any contracts that apply to the provision of our products and services.	Where we are providing the product or service directly to you as an individual, we will rely on performance of contract . Where we are processing your personal information in connection with providing our products or services to a Customer that you work for, we will rely on our legitimate interests (as it is within our legitimate interests to fulfil and manage contracts placed with us in the course of our business).
To communicate with you and other individuals, including to provide you with any information on the products or services you have requested and respond to any queries.	Where we are providing the product or service directly to you as an individual, we will rely on performance of contract . Where we are processing your personal information in connection with providing our products or services to a Customer that you work for, we will rely on our legitimate interests (as it is within our legitimate interests to fulfil and manage contracts placed with us in the course of our business).
To perform analysis to improve our products and services, including asking you to leave a review or take a survey.	We rely on our legitimate interests (we need to study how you and/or our Customers (as applicable) use our products and services, in accordance with our legitimate interest of ensuring our offering is tailored and improved).
To confirm, update and improve our customer records.	Legitimate interests (it is within our legitimate interests to ensure all customer information (whether this is your information as a customer in an individual capacity, or where you are a contact for us through your employment at one of our Customers) is up to date and accurate).

Purpose	Legal Basis
To manage any service-related issues, including responding to any feedback or complaints and managing our relationship with you and our Customers.	Necessary for our legitimate interests (being our interests in ensuring the products and services we provide are satisfactory, and ensuring our relationship with you and/or our Customers is managed in an appropriate manner). Where we provide our products or services to you as an individual, we may alternatively rely upon performance of a contract as our legal basis for such processing.
To carry out credit checks on our customers (to the extent this involves the processing of your personal information).	Necessary for our legitimate interests (as it is within our legitimate interests to assess your eligibility for certain products and services, to ensure we are providing an appropriate and tailored offering to you as part of our business).
To improve our products and services, including facilitating staff training.	We rely on our legitimate interests (we need to monitor calls between you and our staff, in accordance with our legitimate interest of ensuring our offering is the best it can be).
To keep you informed of any of our other products and services, and identify and market products and services that may be of interest to you.	Consent. Necessary for our legitimate interests (to develop our products and services and grow our business).
To comply with our legal and regulatory obligations (including in connection with any court orders or requests from regulatory authorities), and to establish and defend our legal rights.	Necessary for compliance with a legal obligation . Alternatively, if we are not under a strict legal obligation, we may still have a legitimate interest (as we have an interest in cooperating with authorities, complying with laws, regulations, standards and codes of conduct, and in defending our rights).
Website Users	
To administer and protect our business and our Website (including troubleshooting, data analysis, testing, system maintenance, support, reporting and hosting of data).	Necessary for our legitimate interests (for running our business and ensuring we have appropriate cyber security). Necessary to comply with a legal obligation .
To deliver relevant content and advertisements to you on our Website and measure or understand the effectiveness of the content we serve to you.	Consent Necessary for our legitimate interests (to study how you use our products, services and Website, so that we can develop them, to grow our business and to inform our marketing strategy).
To use data analytics to improve our Website, products and services, marketing, and our relationships with you.	Consent Necessary for our legitimate interests (to define types of customers for our products and services, to keep our Website updated and relevant, to develop our business and to inform our marketing strategy).
To keep you informed of any of our other products and services and identify and market products and services that may be of interest to you.	Consent Necessary for our legitimate interests (to develop our products and services and grow our business).

Purpose	Legal Basis
To provide you with market updates via our newsletter.	Consent
To comply with our legal and regulatory obligations (including in connection with any court orders or requests from regulatory authorities), and to establish and defend our legal rights.	Necessary for compliance with a legal obligation . Alternatively, if we are not under a strict legal obligation, we may still have a legitimate interest (as we have an interest in cooperating with authorities, complying with laws, regulations, standards and codes of conduct, and in defending our rights).

Visitors	
To manage who is entering our premises and to prevent unauthorised access to our premises.	Legitimate interest (we have an interest in processing your personal information to ensure that only authorised individuals have access to our premises).
To detect, investigate and prevent crime and manage commercial risks.	Legitimate interest (we have an interest in processing CCTV footage in our premises in order to prevent and detect any unacceptable activity).

You may also provide us with certain special category personal information (such as information in relation to your health, ethnicity, religious or philosophical beliefs, trade union membership or data concerning your sex life or sexual orientation). We will rely upon your **explicit consent** as our legal basis for processing this information.

We will only use your personal information for the purposes for which we collected it, unless we reasonably consider that we need to use it for another reason and that reason is compatible with the original purpose. If you wish to get an explanation as to how the processing for the new purpose is compatible with the original purpose, please contact our Data Protection Officer on the contact details referred to below.

If we need to use your personal information for an unrelated purpose, we will notify you and we will explain the legal basis which allows us to do so.

HOW WE MIGHT SHARE YOUR PERSONAL INFORMATION

When processing your personal information for the purposes set out above, we may share your personal information with third parties, including:

- our professional advisors, including our solicitors and accountants;
- our third-party service providers who process information on our behalf (including our IT service providers);
- our third-party contractors, who we may sub-contract certain services to (for example, installation services);
- other companies within our 'Wider Corporate Group' (being Global Procurement Group Limited and all of its various subsidiaries);
- third party meter and data ingestion providers;
- other third parties who may assist us in order to enforce our rights, or to protect our property and rights; and
- law enforcement bodies, including in order to comply with any legal obligation or court order.

We may also share with third parties to whom we may choose to sell, transfer or merge parts of our business or our assets. Alternatively, we may seek to acquire other businesses or merge with them.

WHERE WILL WE TRANSFER YOUR PERSONAL INFORMATION TO?

We need to transfer personal information across our Wider Corporate Group to help operate our business efficiently, and this may involve transfers outside of the UK and/or the European Economic Area (EEA). We also may need to transfer your personal information outside of the UK and/or EEA where we share personal information with third parties.

We only make these arrangements or transfers where we are satisfied that adequate levels of protection are in place to protect your personal information, by ensuring that at least one of the following safeguards is in place:

- your personal information is being transferred to a country that has been deemed by the UK government and/or the European Commission (as applicable) to provide an adequate level of protection for personal information; or
- we ensure that we have a data transfer agreement in place with the overseas recipient of your personal information, which incorporates specific clauses that have been approved by the UK government and/or the European Commission (as applicable).

For further information, please contact our Data Protection Officer using the contact details below.

RETENTION OF YOUR PERSONAL INFORMATION

We will only retain your personal information for as long as reasonably necessary to fulfil the purposes we collected it for, including for the purposes of satisfying any legal, regulatory, tax, accounting or reporting requirements.

We may retain your personal information for a longer period in the event of a complaint or if we reasonably believe there is a prospect of litigation in respect to our relationship with you (or the organisation that you work for).

To determine the appropriate retention period for personal information, we consider the amount, nature and sensitivity of the personal information, the potential risk of harm from unauthorised use or disclosure of your personal information, the purposes for which we process your personal information and whether we can achieve those purposes through other means, and the applicable legal, regulatory, tax, accounting or other requirements.

For further information on how long we hold your personal information, please contact our Data Protection Officer using the contact details below.

MARKETING

From time to time, we may send you information regarding products or services that we perceive may be of interest to you or the business you work for. You may receive this information by letter, telephone or email. If, at any time, you prefer not to receive further marketing communications from us in any or all forms, you will have the ability to unsubscribe from such communications.

COOKIES

Our Website uses cookies and other tracking technologies (which we will generally refer to as "cookies") to distinguish you from other users and help provide you with a tailored experience when you visit our Website. You can find further information about the cookies we set by visiting our Website, where you will also find details of how you can change your settings to block or delete cookies (although please note that this may impact your viewing and use of our Website).

OTHER WEBSITES

Our Website may include links to third party websites. We cannot control the content or the security of any third-party websites. Linking to such websites is done at your own risk and we make no representations as to those third-party websites' content. We cannot be held responsible for any loss or damage incurred by you as a result of using third party websites. No links are intended to be, nor should be construed as, an endorsement of any kind by us of that other website. Third party websites are not governed by our Privacy Policy, and we encourage you to read the privacy policy of every website that you visit.

SECURITY

We place great importance on the security of all personal information that we process. We invest appropriate resources to protect your personal information from loss, misuse, unauthorised access, modification or disclosure. However, no internet-based site can be 100% secure, and we cannot guarantee the security of your personal information sent over the internet or by email. We therefore do not accept responsibility for unauthorised or unintended access that is beyond our control.

YOUR RIGHTS

Under data protection laws, you have certain rights with respect to your personal information. These include:

- **Right of access.** You have the right to receive a copy of the personal information we hold about you, as well as other supplementary information about how we use your personal information. This right is subject to certain exemptions.
- **Right to rectification.** You have the right to ask us to correct your personal information where this is incomplete or inaccurate.
- **Right to erasure.** You have the right to ask for your personal information to be deleted in certain circumstances, including where:
 - the personal information is no longer necessary for the purpose it was collected for;
 - we rely on your consent as our legal basis for processing, and you withdraw your consent;
 - you object to our processing of your personal information (as described below);
 - your personal information has been processed unlawfully; or
 - your personal information has to be erased to comply with a legal obligation.
- **Right to restriction.** You have the right to ask us to suspend our use of your personal information in certain circumstances, including where:
 - you have contested the accuracy of your personal information, and we are in the process of verifying its accuracy;
 - we no longer require your personal information, but you need us to keep this information in order for you to establish, exercise or defend a legal claim;
 - you have objected to our processing (as described below) and we are assessing whether our legitimate grounds override your objection; or
 - your personal information has been processed unlawfully but you have opposed the erasure of the information and requested restriction instead.
- **Right to portability.** You have the right to receive your personal information in a structured, commonly used and machine-readable format, and for this information to be transferred to another organisation where technically feasible. This right of portability applies only where:
 - our legal basis for processing your relevant personal information is either consent or the performance of a contract with you; and
 - we are processing by automated means (i.e. the right does not apply to any paper files).
- **Right to object.** You have a right to object to our processing of your personal information in certain circumstances, including:
 - where we are processing your personal information for direct marketing purposes; and
 - where we are relying on legitimate interests as our legal basis for processing and you have specific reasons for objecting (in which case, we may override your objection if we have legitimate grounds to do so).
- **Right to withdraw consent.** Where we rely on consent as our legal basis for processing your personal information, you have the right to withdraw your consent at any time.

A number of these rights are subject to exemptions. For further information on your rights and when they apply, or if you wish to exercise any of your rights, please contact our Data Protection Officer using the contact details provided below.

COMPLAINTS PROCESS



ClearVUE Business Limited

Baltic Place East Tower, South Shore Road, Gateshead, United Kingdom, NE8 3AE

Contact Details

+44 (0)3 300 200 200 | enquiry@clearvue.business

If you have a complaint about how we have handled your personal information, you may contact our Data Protection Officer using the details below and we will investigate your complaint.

In addition to the rights listed above, you also have a right to complain to the relevant data protection authority. Under data protection law, you have a right to complain about our handling of your personal information to the data protection authority, which in the UK is the Information Commissioner's Office (ICO). If you are based outside of the UK, you have the right to complain to the relevant data protection regulator in the country you are based in.

CONTACT US

If you have any questions about this Privacy Policy, please contact our Data Protection Officer, David Summerhayes, using the following contact details:

- emails to gdpr@clearvue.business; and
- letters to David Summerhayes, Baltic Place East Tower, South Shore Road, Gateshead, United Kingdom, NE8 3AE.

Last updated: May 2024