

## **Data Protection Privacy Notice**

This Privacy Notice describes how ICON Corporate Finance (“ICON”, “we”, “us”, “our”), collects, uses, shares and otherwise processes Personal Data you provide to us either as a client or through interest in our corporate finance services.

Our registered office is at 5 Kings Court, Little King Street, Bristol BS1 4HW and we are authorised and regulated in the UK and Wales by the FCA and are members of the BVCA & ICAEW.

We reserve the right to revise this Privacy Notice at any time by amending this page. We will make a revised copy of this Privacy Notice available on our website.

### **Information we collect**

"Personal information" is any information that can be used to identify you or that we can link to you and which we have in our possession or control. This may include your email address, telephone number and/or address.

**Information you provide to us:** including filling in any forms on our website; as a client; registering interest in our services, events or newsletters; or by corresponding with us by phone, email or otherwise.

**Information we collect:** we will also collect information about when you use our services or when we otherwise interact or correspond with you. We use various technologies to collect and store information when you visit our websites. We may, for example, collect information about the type of device you use to access the websites, your geographic location, your browser type, the content you view and features you access on our websites.

### **How we use the information we collect**

We may also use your Personal Data to inform you about our services and our marketing and events.

### **Grounds for using your personal information**

We rely on the following legal grounds to process your personal information, namely:

- a. It is necessary for performance of a contract we have entered into with you;
- b. We have a legitimate interest such as the provision of services by us, or administrative or operational processes within ICON, and direct marketing;
- c. Compliance with a legal obligation.

### **Sharing your information**

When using your Personal Data for the purposes and on the legal basis described above we may share your Personal Data with our other ICON offices as well as services providers we work with.

We may also share your Personal Data if we are required by law to do so, or believe that disclosure is necessary to protect our rights and/or to comply with judicial or regulatory proceedings, a court order or other legal process.

### **How long we retain your information and information security**

We will only retain your personal information for as long as necessary to fulfil the purposes we collected it for, including for the purposes of satisfying any legal, accounting, or reporting requirements. To determine the appropriate retention period for personal data, we consider the amount, nature, and sensitivity of the personal data, the potential risk of harm from unauthorised use or disclosure of your personal data, the purposes for which we process your personal data and whether we can achieve those purposes through other means, and the applicable legal requirements.

If you request to receive no further contact from us, we will keep some basic information about you on our suppression list in order to avoid sending you unwanted materials in the future.

We will ensure that the personal information that we hold is subject to appropriate security measures.

### **Your choices and rights**

You have a number of legal rights as an individual in relation to the personal data that we hold about you. These rights include:

- a. The right to access the personal data we hold about you, and how that data is processed;
- b. The right to rectification if you find your personal data inaccurate or incomplete;
- c. The right to erasure;
- d. The right to restrict processing;
- e. The right to data portability - requesting that we transmit those information to a third party where this is technically feasible;
- f. The right to object to processing.

We can, on request, tell you which data protection authority is relevant to the processing of your personal information.

### **Withdrawing Consent**

You have the right to fully or partly withdraw consent of processing and transfer of your personal data. To withdraw your consent please contact [laura@iconcorpfin.co.uk](mailto:laura@iconcorpfin.co.uk). Once we have received notification that you have withdrawn your consent we will no longer process your information for the purpose(s) to which you originally consented unless there are compelling legitimate grounds for further processing which override your interests, rights and freedoms or for the establishment, exercise or defence of legal claims. In case we processed your Personal Data for direct marketing purposes, you have the right to object at any time, in which case we will no longer process your Personal Data for such marketing purposes.

### **Contacting the Regulator**

If you feel that your data has not been handled correctly, or you are unhappy with our response to any requests that you have made to us regarding the use of your personal data, you have the right to lodge a complaint with the Information Commissioner's Office.

You can contact them by calling 0303 123 1113.

Or go online to [www.ico.org.uk/concerns](http://www.ico.org.uk/concerns) (opens in a new window; please note we can't be responsible for the content of external websites).

If you are based outside the UK, you have the right to lodge your complaint with the relevant data protection regulator in your country of residence.

### **Cookies**

You can set your browser to refuse all or some browser cookies, or to alert you when websites set or access cookies. If you disable or refuse cookies, please note that some parts of this website may become inaccessible or not function properly.

### **How to contact us and other important information**

If you have any concerns or require further information please do not hesitate to contact ICON:

0207 152 6375

[laura@iconcorpfin.co.uk](mailto:laura@iconcorpfin.co.uk)

ICON Corporate Finance, 5 Kings Court, Little King Street, Bristol BS1 4HW.