

## The Assidium Registry Privacy Policy

January 2024

### **Our contact details**

Name: Assidium Registry Limited

Address: St Martins,  
Paplands Lane,  
Newpound,  
Billingshurst  
RH14 0AZ  
United Kingdom

Phone Number: +44 7714 233101

E-mail: sarah@risk101.com  
jeannie@risk101.com

Website contacts: theassidiumregistry.com  
Assidiumregistry.com  
Assidium.com

## **The type of personal information we collect**

We currently collect and process the following information:

- Personal identifiers, email address, contacts and characteristics (for example, name and contact details)
- User login data on our software/s

## **How we get the personal information and why we have it**

Most of the personal information we process is provided to us directly by you for one of the following reasons:

- To enable user login
- Security reasons for checking such login

We also receive personal information indirectly, from the following sources in the following scenarios:

- Sometimes this data may come from your company on your behalf so as to allow you to use the software as per above as per above

We use the information that you have given us in order to allow you to log into our software.

We may share this information with your company, or Carbon Zero Brokers or Carbon Zero Verification or another registered verification agency.

Under the UK General Data Protection Regulation (UK GDPR), the lawful bases we rely on for processing this information are:

- (a) Your consent. You are able to remove your consent at any time. You can do this by contacting Sarah@risk101.com or Jeannie@risk101.com
- (b) We have a contractual obligation that you can use our software.
- (c) We have a legitimate interest.

## **How we store your personal information**

Your information is securely stored.

We keep your user details for as long as you are using our software plus a further 3 years. We will then dispose of your information by deleting it from our servers and local machines.

## **Your data protection rights**

Under data protection law, you have rights including:

**Your right of access** - You have the right to ask us for copies of your personal information.

**Your right to rectification** - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

**Your right to erasure** - You have the right to ask us to erase your personal information in certain circumstances.

**Your right to restriction of processing** - You have the right to ask us to restrict the processing of your personal information in certain circumstances.

**Your right to object to processing** - You have the the right to object to the processing of your personal information in certain circumstances.

**Your right to data portability** - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact us at [sarah@risk101.com](mailto:sarah@risk101.com) and [jeannie@risk101.com](mailto:jeannie@risk101.com) if you wish to make a request.

## **How to complain**

If you have any concerns about our use of your personal information, you can make a complaint to us at all the contact options at the top of this document.

You can also complain to the ICO if you are unhappy with how we have used your data.

The ICO's address:

Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF

Helpline number: 0303 123 1113

ICO website: <https://www.ico.org.uk>