

Privacy Policy for Countify is strongly committed to protecting personal data. This privacy statement describes why and how we collect and use personal data and provides information about individuals' rights. It applies to personal data provided to us, both by individuals themselves or by others. We may use personal data provided to us for any of the purposes described in this privacy statement or as otherwise stated at the point of collection.

"Countify" (and "we", "us", or "our") refers to Countify, registered in Scotland under registration no. SC341808 and with its registration address at 5 St Vincent Pl, Glasgow G1 2DH.

Personal data is any information relating to an identified or identifiable living person. When "you" or "your" are used in this statement, we are referring to the relevant individual who is the subject of the personal data. Countify processes personal data for numerous purposes, and the means of collection, lawful basis of processing, use, disclosure, and retention periods for each purpose may differ.

When collecting and using personal data, our policy is to be transparent about why and how we process personal data. To find out more about our specific processing activities, please go to the relevant sections of this statement.

Our processing activities

Security

We take the security of all the data we hold very seriously. We have a framework of policies, procedures and training in place covering data protection, confidentiality and security and regularly review the appropriateness of the measures we have in place to keep the data we hold secure.

When and how we share personal data and locations of processing.

We will only share personal data with others when we are legally permitted to do so. When we share data with others, we put contractual arrangements and security mechanisms in place as appropriate to protect the data and to comply with our data protection, confidentiality and security standards.

Third party organisations that otherwise assist us in providing goods, services or information.

On certain client engagements, we may engage or otherwise work with other providers to help us provide professional services to our clients.

Our clients

Where we need to process personal data to provide professional services to our clients, we may share personal data in our deliverables (such as the reports we create).

Law enforcement, other government, and regulatory agencies and other third parties as required by, and in accordance with, applicable law or regulation.

Occasionally, we may receive requests from third parties with authority to require and compel disclosure of personal data (for example to check that we are complying with applicable law and regulation, to investigate an alleged crime, or to establish, exercise or defend legal claims). We will only comply with such disclosure requests for personal data where we are permitted to do so in accordance with applicable law or regulation.

Changes to this privacy statement

We recognise that transparency is an ongoing responsibility, so we keep this privacy statement under regular review.

This privacy statement was last updated on 30th July 2023.

Data controller and contact information

We are generally the processor for the personal data we process when providing our professional services. However, we may provide some services where we are the controller. If you have any questions about this privacy statement or how and why we process personal data, please contact us at:

The Directors

Countify

5 St Vincent Pl

Glasgow

G1 2DH

Email: info@countify.co.uk

Individuals' rights and how to exercise them

Everybody have certain rights over their personal data. Individuals' rights include the rights:

- of access,
- to rectification,
- to erasure,
- to restriction of processing,
- to object to processing to data portability,
- to withdraw consent at any time (where processing is based on consent).

Please see further information about these rights, when they are available and how to exercise them below.

Your right of access to personal data

You have the right to obtain confirmation of whether we process personal data about you. You can receive a copy of your personal data or to obtain information about how and why we process your personal data. This is similar to the information that the privacy section provides. You can exercise this right by emailing us at info@countify.co.uk.

Your right to rectification / amendment of personal data

You have the right to request for your personal data. To be amended or rectified where it is inaccurate (for example, if you change your name or address). OR to have any incomplete personal data completed.

To update personal data submitted to us, you may email us at info@countify.co.uk. You can also contact us via the relevant website registration page. Alternatively, you can amend the personal details held on relevant websites or applications with which you registered.

When practically possible, once we are informed that any personal data processed by us is no longer accurate, we will make updates as appropriate based on your updated information.

- Your right to erasure
- You have the right to request deletion of your personal data in certain circumstances:
- the personal data are no longer necessary in relation to the purposes for which they were collected and processed;
- our legal basis for processing is consent, you withdraw that consent and we have no other lawful basis for the processing of your personal data (this will only apply in very limited circumstances);
- our legal basis for processing is that the processing is necessary for legitimate interests pursued by us or a third party, you object to our processing and we do not have overriding legitimate grounds;
- you object to our processing for direct marketing purposes;
- your personal data have been unlawfully processed; or
- your personal data must be erased to comply with a legal obligation to which we are subject.

To request deletion of your personal data, please email us at info@countify.co.uk.

Your right to restrict processing

- You have the right to restrict our processing of your personal data in the following cases:
- for a period enabling us to verify the accuracy of your personal data where you have contested the accuracy of the personal data;
- your personal data have been unlawfully processed and you request restriction of processing instead of deletion;
- your personal data are no longer necessary in relation to the purposes for which they were collected and processed. Your personal data is required by you to establish, exercise or defend legal claims; or
- for a period enabling us to verify whether the legitimate grounds relied on by us override your interests where you have objected to processing based on it being necessary for the pursuit of a legitimate interest identified by us.

To restrict our processing of your personal data, please email us at info@countify.co.uk.

- Your right to object to processing
- You have the right to object to our processing of your personal data in the following cases:
- our legal basis for processing is that the processing is necessary for our legitimate interests or those of a third party; or
- our processing is for direct marketing purposes.

To object to our processing of your personal data, please email us at info@countify.co.uk.

Your right to data portability

Where our legal basis for processing your personal data is either consent or performance of a contract, you have a right to receive personal data provided by you to us and to have this sent to another organisation (by us where technically feasible).

To exercise your right to data portability, please email us at info@countify.co.uk.

Your right to withdraw consent

Where we process personal data using only your consent, you have a right to withdraw this consent at any time. Note that we do not generally process personal data based on consent . We usually rely on another legal basis. Therefore the right to withdraw consent may not be applicable. However, you can exercise the right to withdraw. To do so, please email us at info@countify.co.uk.

To opt out of direct marketing and to stop receiving an email from a Countify marketing list, please click on the unsubscribe link in the relevant email.

There are several sections in “Use of personal data” . These explain our processing of personal data using the legal basis of consent.

Complaints

We hope that you won't ever need to. However if you do want to complain about our use of personal data, you can. To do so, please email the details of your complaint to info@countify.co.uk. We will look into and respond to any complaints we receive.

You also have the right to complain to the Information Commissioner's Office . Also known as (“ICO”) in the UK (as the UK's data protection regulator). For further information, please visit the ICO's website <https://ico.org.uk/your-data-matters/raising-concerns/>