



SCARBROUGH

International Privacy Notice

Scarborough International gathers and processes your personal information in accordance with this privacy notice and in compliance with the relevant data protection Regulation and laws. This notice provides you with the necessary information regarding your rights and our obligations, and explains how, why and when we process your personal data.

Scarborough International's headquarters is at **10841 Ambassador Dr, Kansas City, MO 64153**. Our designated Data Protection Officer is Dwayne Dever, who can be contacted at **ddever@scarborough-intl.com**.

Information That We Collect

Scarborough International processes your personal information to meet our legal, statutory and contractual obligations and to provide you with education and services. We will never collect any unnecessary personal data from you and do not process your information in any way, other than as specified in this notice.

The personal data that we collect is: -

- Name
- Business Name
- Business Address
- Business Email
- Business Telephone Number
- Business Fax Number

We collect information in the below ways: -

- Online Forms
- Telephone
- In person Meeting

How We Use Your Personal Data

Scarborough International takes your privacy very seriously and will never disclose, share or sell your data without your consent; unless required to do so by law. We only retain your data for as long as is necessary and for the purpose(s) specified in this notice. Where you have consented to us providing you with promotional offers and marketing, you are free to withdraw this consent at any time. *The purposes and reasons for processing your personal data are detailed below: -*

- *We collect your personal data in the performance of a contract or to provide a service and to ensure that orders are completed and can be sent out to your preferred address*
- *We collect and store your personal data as part of our legal obligation for business accounting and tax purposes*
- *We will occasionally send you marketing information where we have assessed that it is beneficial to you as a customer and in our interests. Such information will be non-intrusive and is processed on the grounds of legitimate interests*

Your Rights

You have the right to access any personal information that **Scarborough International** processes about you and to request information about: -

- What personal data we hold about you
- The purposes of the processing
- The categories of personal data concerned
- The recipients to whom the personal data has/will be disclosed
- How long we intend to store your personal data for
- If we did not collect the data directly from you, information about the source

If you believe that we hold any incomplete or inaccurate data about you, you have the right to ask us to correct and/or complete the information and we will strive to do so as quickly as possible; unless there is a valid reason for not doing so, at which point you will be notified.

You also have the right to request erasure of your personal data or to restrict processing (*where applicable*) in accordance with the data protection laws; as well as to object to any direct marketing from us. Where applicable, you have the right to data portability of your information and the right to be informed about any automated decision-making we may use.

Scarborough International does not utilize any automated decision-making tools in reference to your personal information.

If we receive a request from you to exercise any of the above rights, we may ask you to verify your identity before acting on the request; this is to ensure that your data is protected and kept secure.

Sharing and Disclosing Your Personal Information

We do not share or disclose any of your personal information without your consent, other than for the purposes specified in this notice or where there is a legal requirement. **Scarborough International** uses **MailChimp** to provide the below services and business functions; however, all processors acting on our behalf only process your data in accordance with instructions from us and comply fully with this privacy notice, the data protection laws and any other appropriate confidentiality and security measures.

MailChimp

Scarborough International uses MailChimp to manage and execute marketing materials that are relevant, timely, and of interest to our clients. MailChimp's privacy policy can be reviewed at the following URL:

<https://mailchimp.com/legal/privacy/>

Safeguarding Measures

Scarborough International takes your privacy seriously and takes every reasonable measure and precaution to protect and secure your personal data. We work hard to protect you and your information from unauthorized access, alteration, disclosure or destruction and have several layers of security measures in place, *including*: -

- SSL
- Restricted Access Controls
- Encrypted File Systems
- Access Auditing
- Data Integrity Controls

How Long We Keep Your Data

Scarborough International only ever retains personal information for as long as is necessary and we have strict review and retention policies in place to meet these obligations. Where you have consented to us using your details for direct marketing, we will keep such data until you notify us otherwise and/or withdraw your consent.

Marketing

Occasionally, **Scarborough International** would like to contact you with information about the education and services that we provide. If you consent to us using your contact details for this purpose, you have the right to modify or withdraw your consent at any time by using the opt-out/unsubscribe options or by contacting **Scarborough International** directly.

LEGITIMATE INTERESTS EXAMPLE

Scarborough International will occasionally send you information about the education and services we provide, via email, that have been identified as being beneficial to our customers and in our interests. Such information will be relevant to you as a customer and is non-intrusive and you will always have the option to opt-out/unsubscribe at any time.

Lodging A Complaint

Scarborough International only processes your personal information in compliance with this privacy notice and in accordance with the relevant data protection laws. If, however you wish to raise a complaint regarding the processing of your personal data or are unsatisfied with how we have handled your information, please contact:

Scarborough International
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Kansas City, MO 64153
816-584-2400
ddever@scarborough-intl.com