

Privacy Policy – EPM Global Ltd

Last Updated: 05/03/2025

1. Introduction

EPM Global Ltd (“EPM,” “we,” “our,” “us”) is committed to safeguarding your personal information and ensuring that your privacy is respected. This Privacy Policy explains how we collect, use, store, and protect your personal data when you visit our website (“Site”) or interact with us through other means, such as email, phone, or in person.

We comply with all applicable data protection laws, including the **Data Protection Act 2018** and the **General Data Protection Regulation (GDPR)**.

We encourage you to review this Privacy Policy periodically, as we may update it from time to time. Any changes will take effect once posted on this Site.

2. Information We Collect

We may collect personal data from you in various circumstances, including but not limited to:

- When you contact us via email, phone, or our website’s contact form.
- When you subscribe to our newsletters or request marketing communications.
- When you apply for a job or submit a CV.
- When you engage our services or become a client.
- When you provide feedback, testimonials, or participate in surveys.

The types of personal data we collect may include:

- **Identity Data** – Name, title, date of birth.
- **Contact Data** – Email address, phone number, postal address.
- **Professional Data** – Employment history, qualifications, and professional references (for job applications).
- **Transaction Data** – Records of services purchased or contracted.
- **Technical Data** – IP address, browser type, device identifiers, and usage patterns (collected via cookies and analytics).
- **Communications Data** – Correspondence records when you interact with us.

⚠ Public Information: If you participate in discussion forums or other public areas of our Site, the information you share may be visible to others. You do so at your own risk.

3. How We Use Your Information

We process your personal data for the following purposes:

To provide services – To respond to inquiries, fulfill contracts, and manage our business relationship with you.

To communicate with you – To send important service updates or respond to queries.

For recruitment purposes – To assess job applications and conduct background checks where necessary.

To send marketing communications – With your consent, we may send newsletters, updates, or promotional offers.


For security and compliance – To protect our business, prevent fraud, and comply with legal obligations.

For analytics and website improvements – To analyze how visitors use our Site and enhance functionality.

Lawful Bases for Processing

We process your personal data based on at least one of the following legal grounds:

- **Consent** – When you opt in to receive marketing communications.
- **Contractual Obligation** – When processing is necessary to fulfil a contract with you.
- **Legal Obligation** – When required by law or regulatory compliance.
- **Legitimate Interests** – When processing is necessary for our business interests (e.g., improving services), provided it does not override your rights.

 **Marketing Opt-Out:** You can withdraw your consent for marketing communications at any time by emailing office@epmgpartners.com or using the “unsubscribe” link in our emails.

4. Sharing of Information

We **do not sell or rent** your personal data to third parties. However, we may share it with:

- **Service Providers** – Third-party companies that assist us in providing services (e.g., IT support, payment processing).
- **Affiliates and Business Partners** – When necessary to fulfill contracts or collaborations.
- **Regulatory Authorities & Law Enforcement** – If required to comply with legal obligations or investigations.
- **International Transfers** – Some of our service providers may be located outside the UK/EU. We ensure adequate data protection measures are in place before transferring personal data internationally.

All third parties we share data with are contractually bound to protect it and use it solely for agreed purposes.

5. Data Retention Policy

We retain personal data only for as long as necessary to fulfill the purposes outlined in this Privacy Policy or as required by law.

- **Client records** – Retained for the duration of our business relationship and up to **7 years** for legal and tax purposes.
- **Job applications** – Retained for **6 months** unless the applicant is hired.
- **Marketing subscriptions** – Retained until you opt out.

Upon expiry of retention periods, we securely delete or anonymize data unless required for legal compliance.

6. Data Security

We implement robust security measures to protect your personal data against **unauthorized access, loss, or misuse**. These include:

- **Data encryption** for secure transmission.
- **Access control** limiting who can access personal data.
- **Regular security audits** and risk assessments.

⚠ Limitations: While we take strong precautions, no online transmission is 100% secure. Users are responsible for safeguarding their login credentials and exercising caution when sharing information.

7. Cookies & Tracking Technologies

Our website uses **cookies** and similar technologies to enhance user experience and gather analytics.

Types of Cookies Used

- **Essential Cookies** – Required for website functionality.
- **Analytical Cookies** – Help us understand site usage patterns.
- **Marketing Cookies** – Used for advertising and remarketing.

You can **disable cookies** via your browser settings, though this may affect website functionality. For details, please review our [Cookie Policy](#).

8. Your Data Rights

Under the **UK GDPR**, you have the following rights:

Right to Access – Request a copy of your personal data.

Right to Rectification – Correct inaccurate or incomplete data.

Right to Erasure – Request deletion of your data (subject to legal exceptions).

Right to Restrict Processing – Request limitations on how your data is used.

Right to Data Portability – Request a structured, machine-readable copy of your data.

Right to Object – Object to direct marketing or processing based on legitimate interests.

Right to Withdraw Consent – If processing is based on consent, you can withdraw it at any time.

✉ To exercise your rights, contact our **Data Protection Officer** at **office@epmgpartners.com**. We may require identity verification for security purposes.

9. Links to External Websites

Our Site may contain links to third-party websites. We are **not responsible** for their privacy practices and encourage users to review their policies before providing personal data.

10. Dispute Resolution & Complaints

If you believe we have mishandled your data, you may:

1. **Contact Us First** – We will try to resolve your concerns amicably.
2. **Complain to a Data Protection Authority** – If unsatisfied, you may escalate the issue to the **UK Information Commissioner's Office (ICO)** at www.ico.org.uk.

11. Contact Information

For any questions about this Privacy Policy or to exercise your rights, please contact us:

✉ **Email:** office@epmgpartners.com

☎ **Phone:** +44 (0) 2071 268 382

Data Protection Officer (DPO)

Damian Zielinski

EPM Global Ltd

✉ office@epmgpartners.com

Conclusion

At **EPM Global Ltd**, we prioritize data privacy and transparency. We encourage users to read this policy carefully and reach out with any concerns.