

## Privacy Policy

Ileero Limited (Referred to as Ileero or Ileero Consultancy) is committed to protecting your privacy and the confidentiality of your personal information. Our policy is not just an exercise in complying with the law, but a continuation of our respect for you and your personal information. This policy;

- Sets out the types of personal data we collect about you and how it is used
- Outlines how we ensure your data is protected
- Explains how we collect and use your personal data
- Explains how data is shared between our offices
- Sets out our legal basis for holding and using your personal data
- Explains the different rights you have in relation to your data
- Gives you details about how to contact us if you have any questions

### What we collect

The type of personal data Ileero collects about existing and previous clients, suppliers and recruitment candidates includes but is not limited to the following:

- Identity information – name, address, gender, and personal contact details
- Employment information – Job title, company name, work contact details and previous roles
- Background information – interests and preferences as provided by you

This information is considered confidential. It is only processed for the purposes outlined below;

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|--|---|
| <b>Provision of services</b>           | <ul style="list-style-type: none"><li>• Services provided to our customers and any information pertaining to those services</li><li>• Maintenance of customers and supplier records and ensuring they are up to date and accurate</li></ul> |
| <b>Customer Relationship</b>           | <ul style="list-style-type: none"><li>• Acquiring and maintaining contact information about previous, current, and potential customers</li></ul>  |
| <b>Management and Direct Marketing</b> | <ul style="list-style-type: none"><li>• Keeping our customers informed through newsletters and upcoming events that might be of interest</li></ul>  |
| <b>Recruitment</b>                     | <ul style="list-style-type: none"><li>• To collect information about candidates applying for roles with Ileero. We will retain this information in alignment with our retention period</li></ul>  |
| <b>Legal obligations</b>               | <ul style="list-style-type: none"><li>• Where we are obliged to disclose information as required by law or regulation</li></ul>   |

## Security and Confidentiality

Ileero takes appropriate steps to ensure that all the data we store is secured. All our systems used to store data are within scope of industry standards.

Ileero applies a “need to know” policy around the personal data we hold. Any personal data collected and processed will only be done by the relevant business department. Where we use third party service providers, we ensure that they comply to the same set of regulations for handling personal data.

## How we collect data

Ileero collects personal data in a number of different ways outlined below;

- **Directly from you.** This is information provided by you for Ileero to provide you with a service, for you to provide a service to Ileero or for applying for a role at Ileero.
- **Publicly available sources.** We use public sources such as LinkedIn.
- **Third parties acting on your behalf.** Information passed on by recruitment agencies
- **Through our website.** In general, visiting our website ([www.ileero.com](http://www.ileero.com)) may be considered anonymous. We do not engage in any activities that will personally identify our visitors. We may use your IP address to help diagnose issues with the website and to gather analytics as to what features of the site are being used the most. We may collect certain information by automated means such as cookies. Please read our [Cookie Policy](#) for more information.

## Data Transfers

Ileero operates out of 2 offices in London and 1 in Lagos, Nigeria. On occasions we may need to share your data between these sites, in this case Ileero will take the appropriate steps to ensure your data is fully protected.

## Legal Basis

For clients, suppliers, and applicants our legal basis for collecting and storing your personal information is that of legitimate business interests. We have strict retention periods in place for keeping this data.

## Your Rights

In line with the General Data Protection Regulations (GDPR), all users of whom we hold information about have the following rights. **The Right of access** - Access to view what data we hold about you. **The Right to rectification** – Correct any inaccuracies about the data we hold about you. **The**



**Right to erasure** – Where applicable all your data removed from our systems. **The Right to be informed** – What we are doing with your data. **The Right to object** (to processing justified on legitimate interest grounds) – Where Ileero relies on legitimate business interest to hold and process your data, then you have the right to object to such processing, unless we can either demonstrate compelling legitimate grounds for the processing that override your interests, rights and freedoms or where we need to process the data for the establishment, exercise or defence of legal claims.

If you would like to request access, review or correct the personal data we have collected about you, please contact us at [Dataprotection@Ileero.com](mailto:Dataprotection@Ileero.com)

You may unsubscribe from any mailing list by following the instructions provided within the distributed mail.

## Contact

If you have any questions or concerns about this privacy policy, please feel free to contact us at [Dataprotection@Ileero.com](mailto:Dataprotection@Ileero.com)