

**PRIVACY NOTICE**

This Privacy Policy helps you understand what personal data we collect, why we collect it, what we do with it and the choices you have, including how to access and update information.

**Who we are**

Our website address is <https://zentekforensics.co.uk>

Zentek Digital Investigations Ltd (referred to using “We”, “Us”, “Our” or the “Company”) is a company registered in England (Company Registration Number is 13430600). Zentek Digital Investigations Ltd brings together leading-edge specialists in all areas of Digital Forensics to provide a comprehensive one-stop analysis service. We work with all sectors and have over the years been involved in thousands of cases, including several very high-profile cases. Whether for Criminal Justice, Civil Litigation, Corporate or Individual, we have expert teams that will provide helpful advice and guide you through what we can achieve.

**Information we may collect from you**

Below are types of information which is only collected for users that are above the age of 13 years:

- Analytics Information – Google analytics with anonymised IP and Facebook ads conversion tracking (Facebook pixel) and/or Personal Data: Cookies; Usage Data
- Access Information – Collection of IP addresses and Browser information upon access of the site purely for security purposes to identify any potential malicious behaviour
- Enquiry Information – When you contact us through our website, through the general enquiry, we only collect your name and email address and certain other information requested in those forms or which you otherwise provide to us.

**Legal basis for the uses of personal information**

GDPR identifies two specific entities/types of classification Data Controllers and Data Processors.

Zentek Digital Investigations Ltd acts as both but in different capacities:

- When completing operation work for customers (extracting, processing, analysing and reporting) Zentek Digital Investigations Ltd acts as **Data Processors**.

Our legal basis for processing this data is: **Legitimate Interests**. The processing is necessary for the legitimate interests of a third party. In such cases, the Data Controller (third party) will represent a Law Enforcement entity or Criminal Justice stakeholder processing data in compliance with a legal obligation.

Zentek Digital Investigations Ltd’s processing of data is relevant to the restrictions detailed in GDPR Chapter 3 Article 23 as data is processed in accordance with item (d) *the prevention, investigation, detection or prosecution of criminal offences or the execution of criminal penalties, including the safeguarding against and the prevention of threats to public security;*

Zentek Digital Investigation Ltd also act as **Data Controllers** in respect of our employees and when maintaining or processing personal details (names, contact details etc) specific to customers and/or suppliers.

Our legal basis for processing this data is: **Contract**. Data is managed/processed in accordance with their employment contracts. This includes (but not limited to), personal information and qualifications, vetting information, payroll related data, next-of-kin contact details, absence data, training and competency records.

Our legal basis for processing customer/supplier data is: **Consent**. The individual has given clear consent for you to process their personal data for a specific purpose.

Zentek Digital Investigations Ltd does not currently participate in any direct/indirect marketing where any individual 'data subject' has not given consent to contact/communication.

Other legislation/accreditations (17025, 27001 and 9001) stipulate requirements for the security, handling and safeguarding of data.

### **IP Addresses**

We may collect information about your computer, including where available your IP address, operating system and browser type, for system administration and internal analysis. This is statistical data about our users' browsing actions and patterns, and does not identify any individual.

### **Cookies**

We use cookies on this website to help it operate efficiently. Cookies are small data files, applied by the majority of websites, which transfer text-only information to the hard drive of your computer.

We use analytics cookies to collect information on how visitors interact with our website and to enable us to maintain and develop it. The data gathered, which includes details of the number of visitors to the site and the pages they access, is in anonymous form. It does not identify individual users.

You may control the cookies used by our website by modifying the settings in your browser – view the help menu to change your cookie preferences. If cookies are disabled this may mean that you are not able to take full advantage of all the features on our site.

For more detailed information about cookies and how they can be managed and deleted please visit <http://allaboutcookies.org>

To access the Google Analytics opt out browser please visit <http://tools.google.com/dlpage/gaoptout> By choosing this option you will block Google Analytics across all websites.

### **Storing your personal information**

We store all information you provide to us on our secure servers. Unfortunately, the transmission of information via the internet is not completely secure. Although we will do our best to protect your personal data, we cannot guarantee the security of your data transmitted to our site; any transmission is at your own risk. Once we have received your information, we will use strict procedures and security features to try to prevent unauthorised access.

### **Sharing of your personal information**

We do not share any information we collect with third parties. We also do not sell any data that we collect.

## **Your consent**

By submitting your personal information, you consent to the use of that information as set out in this notice. If you provide us with sensitive information (such as your racial background or state of health), for recruitment purposes, you expressly consent to our using that information for the purpose given as well as for equal opportunities monitoring.

Owing to the global nature of the Internet infrastructure, the information you provide may be transferred to countries outside the European Economic Area that do not have similar protection in place regarding your personal data and its use as set out in this notice. By submitting your information you consent to these transfers.

## **Access to information**

You have the right to access information held by us about you and request modification and or request for your personal information to be deleted (right to be forgotten). Your right of access can be exercised in accordance with the Data Protection Act 1998.

### *Right to request a copy of your information*

You can request a copy of your information which we hold (this is known as a subject access request). If you would like a copy of some or all of it, please:

- Email, call or write to us;
- Let us have proof of your identity and address (a copy of your driving licence or passport and a recent utility or credit card bill will suffice), and
- Let us know the information you want a copy of, including any account or reference numbers if you have them.

We will acknowledge receipt of your request and will try to respond to all legitimate requests within one month. Occasionally it may take us longer than a month if your request is particularly complex or you have made a number of requests. In this case, we will notify you and keep you updated. In the first instance we will not charge for providing the information (please see our Data Protection Policy for exceptions).

### *Right to correct any mistakes in your information*

You can require us to correct any mistakes in your information which we hold free of charge. If you would like to do this, please:

- Email, call or write to us;
- Let us have enough information to identify you (e.g. account number, user name, registration details), and
- Let us know the information that is incorrect and what it should be replaced with.

We will acknowledge receipt of your request and will respond within 30 days.

### *Right to erasure*

You can request that we delete all personal data relating to you free of charge. If you would to do this, please:

- Email, call or write to us and
- Let us have proof of your identity and address (a copy of your driving licence or passport and a recent utility or credit card bill will suffice), and
- Provide us with the justification for the erasure request (eg you are withdrawing your consent, you no longer believe that we should be processing the personal data for the original purpose for which it was obtained, the personal data is being unlawfully processed, there is a legal reason for erasure etc).

We will acknowledge receipt of your request and will respond within 30 days.

### **How “Do Not Track” requests are handled**

This website does not support “Do Not Track” requests.

### **Changes to our Privacy Notice**

If we change our Privacy Notice we will post a revised Notice on our website so that you may be aware of the information we collect and how we use it at all times. Continued use of the service will signify that you agree to any such changes.