

Panoram.

Accelerating Legal to Digital.

Reduce cost, manage risk and re-ignite growth in the new normal.



Panoram Digital Ltd Privacy Policy

Our Contact Details

Name: Panoram Digital Ltd

Address: 26 Fordington Road, London, N6 4TJ

Phone Number: 03337726263

E-mail: DPO@panoramdigital.com

Website: <https://panoramdigital.com>

The Type of Personal Information We Collect

We currently collect and process the following information:

- Personal identifiers, contacts, and characteristics (for example, name and contact details) when we correspond with you in the normal course of business.
- On this Website.
- In email, text, and other electronic messages between you and this Website.
- As part of service delivery
- By recording conference calls with you (for example MS Teams on your consent)
- When we receive your Personal Data from third parties who provide it to us, such as credit reference agencies or law enforcement agencies.
- When you submit your CV to us for a job application.

How We Get the Personal Information and Why We Have It

Most of the personal information we process is provided to us directly by you for one of the following reasons:

- When you contact us via email, telephone or by any other means.
- In the ordinary course of our relationship with you (e.g., Personal Data we obtain in the course of administering your payments).
- For the provision of services as defined by a contract
- When you submit your CV to us for a job application.
- When we receive your Personal Data from third parties who provide it to us, such as credit reference agencies or law enforcement agencies.

We also receive personal information indirectly, from the following sources in the following scenarios:

- As part of the data set in an eDiscovery context as instructed via specific contract.
- We use the information that you have given us for:
 - **Operating and managing our website**
 - **Provision of services**
 - **Communications:** including via email, telephone, text message, social media, post or in person.
 - **Health and safety:** compliance with related legal obligations.
 - **Financial management:** sales and financial management.
 - **Surveys:** engaging with you for the purposes of obtaining your views on our Services.
 - **Human Resources:** administration of applications for positions with Panoram.

We may share this information with technical partner organisations to fulfil our contractual obligations.

Under the General Data Protection Regulation (GDPR), the lawful bases we rely on for processing this information are:

- (a) **Your consent.** We have obtained your prior express consent to the Processing (this legal basis is only used in relation to Processing that is entirely voluntary, it is not used for Processing that is necessary or obligatory in any way). **You can remove your consent at any time. You can do this by contacting us at DPO@panoramdigital.com.**
- (b) **We have a contractual obligation.**
- (c) **We have a legal obligation.**
- (d) **We have a vital interest.**
- (e) **We need it to perform a public task**
- (f) **We have a legitimate interest** in carrying out the Processing for the purpose of managing, operating, or promoting our business, and that legitimate interest is not overridden by your interests, fundamental rights, or freedoms.

How We Store Your Personal Information

Your information is securely stored on:

- M365 Cloud (in UK tenant).
- AWS UK (in UK tenant) for our Nuix SaaS solution.
- CMS System (in UK tenant).

We keep contact information consistent with our ISMS policies.

Disposition of your information is carried out using the capabilities of the platforms within which the data is stored.

Data Security

We have implemented appropriate technical and organizational security measures designed to protect your Personal Data against accidental or unlawful destruction, loss, alteration, unauthorised disclosure, unauthorised access, and other unlawful or unauthorised forms of Processing, in accordance with applicable law.

You are responsible for ensuring that any Personal Data that you send to us are sent securely.

(g) Data Accuracy

We take every reasonable step to ensure that:

- Your Personal Data that we Process is accurate and, where necessary, kept up to date; and
- Any of your Personal Data that we Process that is inaccurate (having regard to the purposes for which it is Processed) is erased or rectified.

We may ask you periodically to confirm the accuracy of your Personal Data.

(h) Data Minimisation

We take every reasonable step to ensure that the Personal Data that we Process is limited to the Personal Data reasonably required in connection with the purposes set out in this Policy.

Your Data Protection Rights

Under data protection law, you have rights including:

- **Your right of access** - You have the right to ask us for copies of your personal information.
- **Your right to rectification** - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.
- **Your right to erasure** - You have the right to ask us to erase your personal information in certain circumstances.
- **Your right to restriction of processing** - You have the right to ask us to restrict the processing of your personal information in certain circumstances.
- **Your right to object to processing** - You have the the right to object to the processing of your personal information in certain circumstances.
- **Your right to data portability** - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact us at DPO@panoramdigital.com if you wish to make a request.

How to Complain

If you have any concerns about our use of your personal information, you can make a complaint to us at DPO@panoramdigital.com. You can also complain to the ICO if you are unhappy with how we have used your data.

The ICO's Address	Helpline Number	ICO Website
Information Commissioner's Office Wycliffe House, Water Lane Wilmslow, Cheshire SK9 5AF	0303 123 1113	https://www.ico.org.uk

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