



# Website Privacy Policy

## Introduction

We're from Safety In Process Limited (company number: 15841152). The company is registered in England & Wales with our principal place of business at Exchange Building, 66 church Street, Hartlepool, United Kingdom TS24 7DN. (referred to as SIP, 'We', 'us' or 'our'). We are registered with the ICO with registration number ZB722694. We have developed a software system that will help organisations manage safety assessments to ensure they have the correct risk analysis in place to ensure workplace safety.

This privacy notice provides you with details of how we collect and process your personal data through your use of our site and when you use our application HAZOP Application ('App'). We've worked hard to create a privacy policy that is clear and written in plain English. But if you have any questions, feel we've overlooked something or missed an important perspective, we'd love to hear from you. Please get in touch with us by emailing us at [DPO@SafetyInProcess.com](mailto:DPO@SafetyInProcess.com)  
This policy was last updated on 17th July 2024.

## How do you use my data?

- When you use our App using your credential, we collect personal information provided by you such as your name, username, e-mail, phone number, user device ID while using our app. We only process your personal data via our App if you have given us your consent to do so. We use your personal data to create and store your profile preferences and provide you access to the information the App has recorded about you and your company. We provide the app for you to be able to perform risk assessments on your safety projects and record risks, actions and mitigations We use your data in this way based on your consent.
- To send you marketing information. Where you have previously expressed an interest in our services (and not opted-out of marketing) we will use your name and email address to send you updates because it is in our legitimate interests to promote our other products and services we think you might be interested in. Where you are a new customer and have opted in via our registration page to receive updates on our and/ or third party products and services including offers, promotions and new options, we will process your personal data to provide you these updates in line with the preferences you have provided and will only use your personal information in this way with your consent. You can withdraw your consent to marketing at any time by contacting us at [contact@SafetyInProcess.com](mailto:contact@SafetyInProcess.com) or, where relevant, by following the unsubscribe link in any marketing communication you receive from us.
- When you contact us either by phone, email, via our 'contact us' page or via social media, we will usually collect your name, social media handle and contact details, because it's in our legitimate interest to make sure we can properly respond to your query.
- When you use our website and consent to our use of cookies we will collect information about how you use our website. We use this information to improve



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our website and to better understand how people use it. More detail on the information we collect and how we do this is set out in our Cookie Policy below.

- If our business is sold. We process your personal information for this purpose because we have a legitimate interest to ensure our business can be continued by the buyer. If you object to our use of your personal information in this way, the buyer of our business may not be able to provide services to you.

### Who do you share my data with?

- Business partners, suppliers and subcontractors for the performance of the contract we enter into with them or you.
- Promotional events and marketing organisations, we do not sell your personal data for marketing purposes. We may use anonymised data for testing purposes.
- Regulators/ Authorities/ Enforcement Agencies if we are under a duty to disclose or share your personal data in order to comply with any legal obligation, or in order to enforce or apply our terms of use and other agreements; or to protect the rights, property, or safety of our clients or others. This includes exchanging information with other companies and organisations for the purposes of fraud protection.
- Prospective buyers of our business under our legitimate interest to ensure our business can be continued by the buyer.

### Where do you store my data?

- We store your data on third-party servers which are based both in the UK and outside of the UK (depending on where the customer is located). We use the Microsoft Azure cloud system, and we may create instances of the app in different regions depending on where you as a customer is located. When working with third parties we may need to transfer your personal data outside of the UK and/or EU. Whenever we transfer your personal information outside of the UK and the EU, we ensure it receives additional protection as required by law. To keep this policy as short and easy to understand as possible, we haven't set out the specific circumstances when each of these protection measures are used. You can contact us at [DPO@SafetyInProcess.com](mailto:DPO@SafetyInProcess.com) for more detail on this.

### How long do you keep my data for?

We will only retain your personal information for as long as we need it unless we are required to keep it for longer to comply with our legal, accounting or regulatory requirements. We delete your customer account 6 years after you last used our app.

In some circumstances we may carefully anonymise your personal data so that it can no longer be associated with you, and we may use this anonymised information indefinitely without notifying you. We use this anonymised information to improve the way we work and our services.

What are my rights under data protection law?

- Access your personal data (also known as a “subject access request”);
- Correct incomplete or inaccurate data we hold about you;
- Ask us to erase the personal data we hold about you;



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- Ask us to restrict our handling of your personal data;
- Ask us to transfer your personal data to a third party;
- Object to how we are using your personal data;
- Withdraw your consent to us handling your personal data.
- You also have the right to lodge a complaint with us or the Information Commissioner's Office, the supervisory authority for data protection issues in England and Wales. If you are based in the EU you can find your relevant supervisory authority [here](#).
- Please keep in mind that privacy law is complicated, and these rights will not always be available to you all of the time.

You also have the right to lodge a complaint with us or the Information Commissioner's Office, the supervisory authority for data protection issues in England and Wales. If you are based in the EU you can find your relevant supervisory authority [here](#). Please keep in mind that privacy law is complicated, and these rights will not always be available to you all of the time.

## Cookie Policy

Our website uses cookies to distinguish you from other users of our website. This helps us to provide you with a good experience when you browse our website and also helps us make improvements. A cookie is a small file of letters and numbers that we store on your browser or in your device's storage. We only use (and store) non-essential cookies if you provide your consent.

Cookie key	Domain	Path	Cookie type	Expiration
_gid	.safetyinprocess.com	/	First-party	1 day
This cookie is set by Google Analytics. It stores and updates a unique value for each page visited and is used to count and track pageviews.				
_ga_H40Z4XCG9M	.safetyinprocess.com	/	First-party	1 year 1 month
This cookie is used by Google Analytics to persist session state.				
_ga	.safetyinprocess.com	/	First-party	1 year 1 month
This cookie name is associated with Google Universal Analytics - which is a significant update to Google's more commonly used analytics service.				



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Cookie key	Domain	Path	Cookie type	Expiration
This cookie is used to distinguish unique users by assigning a randomly generated number as a client identifier. It is included in each page request in a site and used to calculate visitor, session and campaign data for the sites analytics reports.				

You can block cookies by activating the setting on your browser that allows you to refuse the setting of all or some cookies. However, if you use your browser settings to block all cookies (including essential cookies) you may not be able to access all or parts of our website.