



1. Introduction

1.1 We are committed to safeguarding the privacy of our clients, potential clients, suppliers and other parties.

1.2 This policy applies where we are acting as a data controller with respect to the personal data of our clients, potential clients, suppliers, or other parties whose data we may collect in the normal course of business; In this role as data controller, we determine the purposes and means of the processing of that personal data where:

- Processing is necessary to meet contractual obligations entered into by the data subject.
- Processing is necessary to comply with legal obligations of the controller.
- Processing is for the purposes of legitimate interests pursued by the controller.

1.3 The separate Terms of Use for our website are outlined at; lcutility.co.uk/website-terms-of-use/

1.4 In this policy, “we”, “us” and “our” refer to L&C Utility Ltd.

2. Use of your Personal Data

2.1 In this Section we have set out:

1. the general categories of personal data that we may process;
2. the purposes for which we may process personal data; and
3. the legal bases of the processing.

2.2 We may process data about your use of our website and services (“website usage data”). The usage data may include:

1. your IP address;
2. geographical location;
3. browser type and version;
4. operating system;
5. referral source;
6. length of visit;
7. page views and;
8. website navigation paths

As well as information about the timing, frequency and pattern of your service use.

This website usage data may be processed for the purposes of analysing the use of the website and services. The legal basis for this processing is our legitimate interests, namely monitoring and improving our website experience and services.



2.3 We may process your account data (“account data”). Account data may include your name and email address. The account data may be processed for the purposes of operating our website, providing our services, ensuring the security of our website and services, maintaining back-ups of our databases and communicating with you. The legal basis for this processing is the performance of a contract between you and us and/or taking steps, at your request, to enter into such a contract.

2.4 We may process your personal data that are provided during the use of our services (“service data”). The service data may be processed for the purposes of operating our website, providing our services, ensuring the security of our website and services, maintaining back-ups of our databases and communicating with you. The legal basis for this processing is the performance of a contract between you and us and/or taking steps, at your request, to enter into such a contract.

2.5 We may process information contained in any enquiry you submit to us regarding goods and/or services (“prospect data”). The data may be processed for the purposes of offering, marketing and selling relevant goods and/or services to you. The legal basis for this processing is consent.

2.6 We may process data sourced publicly or from a third party supplier (“prospect data”), relating to an individual that has an interest in utilities purchasing and/or utilities management. The data may be processed for the purposes of offering, marketing and selling relevant goods and/or services. Individuals associated with utilities spend and/or utilities management within businesses have an expectation that L&C Utility Ltd may communicate with them, offering to provide value through L&C Utility Ltd’s services. The legal basis for this processing is our legitimate interests, namely as a third-party intermediary and consultant for business utilities and energy services, in providing utilities management, utilities procurement and other associated services for their business needs.

2.7 We may process your personal data that is provided during the course of employment (“employee data”).

2.8 We may process your personal data that is provided in the course of a job application (“applicant data”) in line with our recruitment process.

2.9 We may process information that you provide to us for the purpose of subscribing to our email notifications and/or newsletters (“marketing data”). The data may be processed for the purposes of sending you the relevant notifications and/or newsletters. The legal basis for this processing is consent.

2.10 We may process information contained in or relating to any communication that you send to us (“correspondence data”). The correspondence data may include the communication content and metadata associated with the communication. Our website will generate the metadata associated with communications made using the website contact forms. The correspondence data may be processed for the purposes of communicating with you and record-keeping. The legal basis for this processing is our legitimate interests, namely the proper administration of our website and business and communications with users.



2.11 We may process any of your personal data identified in this policy where necessary for the establishment, exercise or defence of legal claims, whether in court proceedings or in an administrative or out-of-court procedure. The legal basis for this processing is our legitimate interests, namely the protection and assertion of our legal rights, your legal rights and the legal rights of others.

2.12 We may process any of your personal data identified in this policy where necessary for the purposes of obtaining or maintaining insurance coverage, managing risks, or obtaining professional advice. The legal basis for this processing is our legitimate interests, namely the proper protection of our business against risks.

2.13 In addition to the specific purposes for which we may process your personal data set out in this Section, we may also process any of your personal data where such processing is necessary for compliance with a legal obligation to which we are subject, or in order to protect your vital interests or the vital interests of another natural person.

2.14 Please do not supply any other person's personal data to us, unless we prompt you to do so.

3. Providing your Personal Data to others

3.1 We may disclose your personal data to a regulatory authority (such as Ofgem) or the police in the course of meeting a supply licence requirement or in matters relating to fraud prevention, detection or other legal concerns.

3.2 We may disclose your personal data to our insurers and/or professional advisers insofar as reasonably necessary for the purposes of obtaining or maintaining insurance coverage, managing risks, obtaining professional advice, or the establishment, exercise, or defence of legal claims, whether in court proceedings or in an administrative or out-of-court procedure.

3.3 We may disclose personal data to our suppliers or subcontractors where it is reasonably necessary for the performance of a contract between you and us and/or taking steps, at your request, to enter into such a contract. When you purchase products or services from a recommended supplier, their own privacy policies will apply to how they use your personal information.

3.4 If you wish to exercise your individual rights in relation to your energy provider you will need to contact them directly. Please email us at info@lcutility.co.uk and we will provide you with the relevant contact details to be able to do so.

3.5 Please be aware that a prospective energy provider may carry out a credit check on your company for the purpose of assessing whether they are in a position to supply your company.



4. International Transfers of your Personal Data

You acknowledge that personal data that you submit for publication through our website or services may be available, via the internet, around the world. We cannot prevent the use (or misuse) of such personal data by others.

5. Safeguarding, Retention, and Deletion of Personal Data

This Section sets out our data safeguarding and retention policies and procedure, which are designed to help ensure that we comply with our legal obligations in relation to the retention and deletion of personal data.

5.1 Safeguarding protocols:

1. Personal Data is kept to an absolute minimum, we do not hold any data that is not required to support the legitimate interest of our business and those of our clients.
2. Access to applications and sets of data is controlled by managed rights
3. Firewall and antivirus / malware software are deployed
4. Data will be encrypted and transferred securely when in transit where possible
5. Obfuscation and Anonymisation techniques are used where possible
6. Data Retention and Destruction policies are in place
7. Data Breach policy and procedures are in place

5.2 Personal data that we process for any purpose or purposes shall not be kept for longer than is necessary for that purpose or those purposes.

5.3 We will retain your personal data as follows:

1. 'Website usage data' is retained for 2 years.
2. 'Account data' is retained as part of ongoing business with active clients. L&C Utility Ltd shall retain 'account data' for 6 years for terminated clients to comply with financial legislation.
3. 'Service data' is retained as part of ongoing business with active clients. L&C Utility Ltd shall retain 'service data' for 6 years for terminated clients to comply with financial legislation.
4. 'Prospect data' is retained as part of ongoing business with active clients. L&C Utility Ltd shall also retain 'prospect data' of terminated clients for 6 years, as it is in L&C Utility Ltd's legitimate interests to do so.
5. 'Transaction data' is retained as part of ongoing business with active clients. L&C Utility Ltd also retains 'transaction data' for 6 years for terminated clients to comply with financial legislation.
6. 'Marketing data' is retained as part of ongoing business with active clients. L&C Utility Ltd also retains 'marketing data' for 2 years for non-client contacts.
7. 'Employee data' is retained for up to 7 years.



5.4 Notwithstanding the other provisions of this Section, we may retain your personal data where such retention is necessary for compliance with a legal obligation to which we are subject, or in order to protect your vital interests or the vital interests of another natural person.

6. Your Rights

6.1 In this Section, we have summarised the rights that you have under data protection law. Some of the rights are complex, and not all of the details have been included in our summaries. Accordingly, you should read the relevant laws and guidance from the regulatory authorities for a full explanation of these rights.

6.2 Your principal rights under data protection law are:

1. the right to access;
2. the right to rectification;
3. the right to erasure;
4. the right to restrict processing;
5. the right to object to processing;
6. the right to data portability;
7. the right to complain to a supervisory authority; and
8. the right to withdraw consent.

6.3 You have the right to confirmation as to whether or not we process your personal data and, where we do, access to the personal data, together with certain additional information. That additional information includes details of the purposes of the processing, the categories of personal data concerned and any recipients of the personal data. Providing the rights and freedoms of others are not affected, we will supply to you a copy of your personal data. The first copy will be provided free of charge, but additional copies may be subject to a reasonable fee. You can request access your personal data by emailing; info@lcutility.co.uk.

6.4 You have the right to have any inaccurate personal data about you rectified and, taking into account the purposes of the processing, to have any incomplete personal data about you completed.

6.5 In some circumstances you have the right to the erasure of your personal data without undue delay. Those circumstances include:

1. The personal data are no longer necessary in relation to the purposes for which they were collected or otherwise processed;
2. you withdraw consent to consent-based processing;
3. you object to the processing under certain rules of applicable data protection law;
4. the processing is for direct marketing purposes;
5. the personal data has been unlawfully processed.

However, there are exclusions of the right to erasure. The general exclusions include where processing is necessary:

1. for exercising the right of freedom of expression and information;
2. for compliance with a legal obligation;
3. or for the establishment, exercise or defence of legal claims.

6.6 In some circumstances you have the right to restrict the processing of your personal data. Those circumstances are:

1. you contest the accuracy of the personal data;
2. the processing is unlawful but you oppose erasure;
3. we no longer need the personal data for the purposes of our processing, but you require the personal data for the establishment, exercise or defence of legal claims;
4. you have objected to processing, pending the verification of that objection.
5. Where processing has been restricted on this basis, we may continue to store your personal data. However, we will only otherwise process it:
 - a. with your consent;
 - b. for the establishment, exercise or defence of legal claims;
 - c. for the protection of the rights of another natural or legal person;
 - d. for reasons of important public interest.

6.7 You have the right to object to our processing of your personal data on grounds relating to your particular situation, providing that the processing is not necessary for the performance of a task carried out in the public interest, in the exercise of any official authority vested in us, or the purposes of the legitimate interests pursued by us or by a third party.

If you make such an objection, we will cease to process the personal information unless we can demonstrate compelling legitimate grounds for the processing which override your interests, rights and freedoms, or the processing is for the establishment, exercise or defence of legal claims.

6.8 You have the right to object to our processing of your personal data for direct marketing purposes (including profiling for direct marketing purposes). If you make such an objection, we will cease to process your personal data for this purpose.

6.9 You have the right to object to our processing of your personal data for scientific or historical research purposes or statistical purposes on grounds relating to your particular situation, unless the processing is necessary for the performance of a task carried out for reasons of public interest.

6.10 To the extent that the legal basis for our processing of your personal data is:

1. consent; or
2. that the processing is necessary for the performance of a contract to which you are party, or in order to take steps at your request prior to entering into a contract, and such processing is carried out by automated means, you have the right to receive your personal data from us in a structured, commonly used and machine-readable format. However, this right does not apply where it would adversely affect the rights and freedoms of others.



6.11 If you consider that our processing of your personal information infringes data protection laws, you have a legal right to lodge a complaint with a supervisory authority responsible for data protection.

6.12 To the extent that the legal basis for our processing of your personal information is consent, you have the right to withdraw that consent at any time. Withdrawal of consent will not affect the lawfulness of any processing prior to the withdrawal.

6.13 You may exercise any of your rights in relation to your personal data by written notice to us, by email, verbally or any of the other methods specified in this Section.

7. Cookies

7.1 A cookie is a file containing an identifier (a string of letters and numbers) that is sent by a web server to a web browser and is stored by the browser. The identifier is then sent back to the server each time the browser requests a page from the server.

7.2 Cookies may be either “persistent” cookies or “session” cookies: a persistent cookie will be stored by a web browser and will remain valid until its set expiry date, unless deleted by the user before the expiry date; a session cookie, on the other hand, will expire at the end of the user session, when the web browser is closed.

7.3 Cookies do not typically contain any information that personally identifies a user, but personal information that we store about you may be linked to the information stored in and obtained from cookies.

7.4 Most browsers automatically accept cookies. You can set your browser options so that you will not receive cookies and you can also delete existing cookies from your browser. However, you may find that some parts of a website will not function properly if you disable cookies.

7.5 Our website uses cookies for a variety of purposes. The Terms of Use are outlined further on our website at lcutility.co.uk/website-terms-of-use/. You may request to receive personal data which has been collected by us and/or our web host, or to have it erased, by contacting info@lcutility.co.uk

8. Privacy of Applicants

As part of any recruitment process, L&C Utility Ltd will collect and process personal data relating to job applicants. L&C Utility Ltd is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations.



9. Amendments

- 9.1 We may update this policy from time to time by publishing a new version on our website.
- 9.2 We may notify you of changes to this policy by email.

10. Contact Us

You can contact us:

L&C Utility Ltd
1 Richmond Rd
Lytham St Annes
FY8 1PE

info@lcutility.co.uk

11. Complaints and Queries

11.1 L&C Utility Ltd takes its data protection compliance seriously. If you have a concern regarding how we handle your personal data then we would request that you inform us about it first so that we can work with you in an effort to resolve it.

If you would like to unsubscribe from marketing, please click on the unsubscribe link in the email you have been sent, or make a request to the member of L&C Utility Ltd who has called, and you will be marked on our systems as “opted-out”. Please allow a reasonable amount of time for this to be completed.

11.2 If you are not satisfied with the resolution, or have any further queries or concerns relating to this policy or our data protection practices, our Data Protection Lead can be contacted at info@lcutility.co.uk

11.3 If you are still not satisfied with the resolution you can raise a complaint directly with the Information Commissioners Office (ICO). The ICO will take steps to address this concern and will in turn offer guidance and support to us to ensure we take corrective steps to resolving the issue.