



## **Privacy Policy**

**Last updated: Wednesday 30th April 2025**

**Harriman Executive Support ("we", "us", or "our") is committed to protecting your privacy. This Privacy Policy explains how we collect, use, disclose and safeguard your personal data, in accordance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.**

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### **1. Who We Are**

**Harriman Executive Support  
4th Floor Silverstream House  
45 Fitzroy Street  
London W1T 6EB  
Email: [info@harrimanexec.com](mailto:info@harrimanexec.com)  
Data Controller: Harriman Executive Support**

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### **2. What Information We Collect**

**We may collect and process the following personal data:**

- **Identity Data:** Full name, title, job title.
- **Contact Data:** Email address, telephone number, business address.
- **Professional Data:** Company name, job function, LinkedIn profile.
- **Technical Data:** IP address, browser type/version, time zone, cookies, and usage data from our website.
- **Marketing and Communication Data:** Your preferences in receiving marketing from us.

**We do not collect special category data unless explicitly necessary and with your consent.**

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### **3. How We Collect Your Data**

**We collect data in the following ways:**

- **Direct interactions:** via email, phone, contact forms, and service agreements.
- **Automated technologies:** via cookies and analytics tools when you use our website.
- **Third-party sources:** such as LinkedIn or referrals.

#### **4. How We Use Your Data**

**We will only use your personal data where the law allows us to. Most commonly, we use it to:**

- **Provide our services to you.**
- **Manage our relationship with you.**
- **Send relevant updates, marketing, and insights (with your consent).**
- **Improve our website and services.**
- **Comply with legal or regulatory obligations.**

**Our lawful bases include: contractual necessity, legitimate interests, and consent.**

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#### **5. Marketing**

**You will only receive marketing communications if you have opted in. You can opt out at any time by:**

- **Clicking 'unsubscribe' in our emails.**
- **Contacting us directly at [info@harrimanexec.com](mailto:info@harrimanexec.com)**

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#### **6. Data Sharing**

**We do not sell or trade your data. We may share it with:**

- **Service providers who support our operations (e.g., IT, cloud storage, CRM).**
- **Legal or regulatory bodies, if required.**
- **Subcontractors or associates acting on our behalf (under confidentiality obligations).**

**All third parties must respect the security of your data and process it in accordance with the law.**

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#### **7. International Transfers**

**If we transfer your data outside the UK, we ensure adequate safeguards are in place, such as Standard Contractual Clauses or UK adequacy decisions.**

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#### **8. Data Retention**

**We will retain your data only as long as necessary for the purposes set out in this policy, typically for 6 years for legal and professional reasons unless otherwise required.**

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#### **9. Your Rights**

**Under the UK GDPR, you have the right to:**

- **Access your personal data.**
- **Correct inaccurate or incomplete data.**
- **Request deletion of your data (where applicable).**
- **Object to or restrict processing.**
- **Withdraw consent at any time.**
- **Lodge a complaint with the ICO ([www.ico.org.uk](http://www.ico.org.uk)).**

**To exercise your rights, contact us at [info@harrimanexec.com](mailto:info@harrimanexec.com)**



#### **10. Data Security**

**We implement appropriate security measures to prevent your data from being accidentally lost, used, or accessed in an unauthorised way.**

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#### **11. Cookies**

**Our website uses cookies to enhance user experience and analyse website traffic. You can set your browser to refuse cookies or alert you when websites set or access cookies.**

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#### **12. Changes to This Privacy Policy**

**We may update this Privacy Policy from time to time. Changes will be posted on this page and, where appropriate, notified to you.**

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#### **13. Contact Us**

**For any privacy-related questions or to exercise your rights, please contact:**

**Harriman Executive Support**

**Email: [nfo@harrimanexec.com](mailto:nfo@harrimanexec.com)**