

# Leading Point Privacy Policy

## **Our contact details**

Name: Leading Point, c/o Thushan Kumaraswamy

Address: Leading Point, Rise Building, 41 Luke St, London, EC2A 4DP

Phone Number: +44 (0) 7775 530699

Email: [thush@leadingpoint.io](mailto:thush@leadingpoint.io)

## **The type of personal information we collect**

We currently collect and process the following information:

- Personal identifiers, contacts and characteristics (for example, your name, location (country/region) and contact details, such as email and phone numbers)
- Employer details (for example, the company you work for)
- Role details (for example, your job title and specific role in your organisation)

## **Cookies**

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 allows us to improve our site.

## **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:

- For the provision of our products and services
- For the request of information from us
- For employment by Leading Point or working with Leading Point on projects

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

- LinkedIn
- Publicly available research on the internet
- Specific online registers of contact information, such as, but exclusively, ZoomInfo and LinkedIn Sales Navigator

We use the information that you have given us in order to:

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We may share this information with our partners only for the purposes of improving our service and product offerings to you. We will not pass your details on to our partners for marketing of their products and services. We do not rent, sell or share personal information about you with other people or non-affiliated companies.

We will use all reasonable efforts to ensure that your personal data is not disclosed to regional/national institutions and authorities unless required by law or other regulations.

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.

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

**(a) Your consent. You are able to remove your consent at any time. You can do this by contacting Thushan Kumaraswamy at [thush@leadingpoint.io](mailto:thush@leadingpoint.io)**

**(b) We have a legitimate interest.**

## **How we store your personal information**

Your information is securely stored.

We keep names, contact details, including email and phone numbers, employer companies, roles & jobs, formal contracts and any interest in our products or services, for such time as required for our legitimate business processing or until you request deletion or seven years. We will then dispose of your information by removing it from our systems.

## **Third-party links**

Our site may, from time to time, contain links to and from third-party websites. If you follow a link to any of these websites, please note that these websites have their own privacy policies and that we do not accept any responsibility or liability for these policies. Please check these policies before you submit any personal data to these websites.

## **Your rights – access to your personal data**

You have the right to ensure that your personal data is being processed lawfully (“Subject Access Right”). Your subject access right can be exercised in accordance with data protection laws and regulations. Any subject access request must be made in writing to [insert school/Trust Data Controller contact details]. We will provide your personal data to you within the statutory time frames. To enable us to trace any of your personal data that we may be holding, we may need to request further information from you. If you have a complaint about how we have used your information, you have the right to complain to the Information Commissioner’s Office (ICO).

## **Changes to our privacy policy**

Any changes we may make to our privacy policy in the future will be posted on this page and, where appropriate, notified to you by e-mail. Please check back frequently to see any updates or changes to our privacy policy.

## **Contact**

Questions, comments and requests regarding this privacy policy are welcomed and should be addressed to **Thushan Kumaraswamy**, **thush@leadingpoint.io**.

## **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 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 [thush@leadingpoint.io](mailto:thush@leadingpoint.io) 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 [enquiries@leadingpoint.io](mailto:enquiries@leadingpoint.io).

You can also complain to the ICO if you are unhappy with how we have used your data.

The ICO's address:

Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF

Helpline number: 0303 123 1113

ICO website: <https://www.ico.org.uk>