

This privacy policy sets out how Engage Procurement Ltd (trading as Procure.ie) collects, uses and protects any information that you provide to us in accordance with the European General Data Protection Regulation.

Data we collect and how we collect it:

In order to provide you with information about the products and services of Procure.ie and carry out a detailed savings analysis for your business, we need to collect certain types of personal data. This data may include:

- Personal information that identifies you such as name, job title, address, telephone numbers and email addresses.
- Previous utility bill information such as account number, meter number/reading, energy rates, bill total.
- If you are signing up with a supplier using our service we will require your bank account number and your sort code.
- The type of product/service you have signed up for including your contract type.
- Your consent to contact you with any other sign up offers or when your utility bill is due for renewal.
- Data that we receive from Third Parties where you have given them permission to share your data with us.
- We only collect information from you that you voluntarily submit to us electronically, via our website, over the telephone or in person and we will always inform you of the reasons why we request your personal data.

How we use your data:

- We will process your data to compile a report outlining the services available to you and cost savings your business can make.
- To contact you if required in connection with your account or enquiry and to respond to any communications you might send us.
- To provide you with information, products or services that you request from us or which we feel may interest you, where you have consented to be contacted for such purposes.
- We will process personal data for the duration of the contract for services and will store the data for 1 year after the date of termination of the contract. Payment details will be deleted after 3 months.

Who do we share your with and why?

There are reasons why we may need to share your data with third parties.

- So that you can receive the service from the supplier. Your information will not be used for any other purpose.
- If we are required by any relevant public authority or law enforcement agency.
- If our business is sold or integrated with another business , your details may be passed on to the new owners of the business.

How we protect your information:

- We have numerous safeguards in place to reasonably and adequately protect personally-identifiable information.
- Our databases are protected by technical and procedural measures that restrict information access to authorised persons. Only employees/agents who need the information to perform a specific job are granted access to personally identifiable information. Our employees/agents are kept up to date on our security and privacy practices.
- Security software/firewall/encryption

Cookies:

- Procure.ie do not use cookies on this website to store personal data. We use Google Analytics to measure website performance. This is a web analytics service provided by Google Inc. Google Analytics sets a cookie in order to evaluate the use of those services and compile a report for us. These cookies do not contain any personally identifying information
- Today most web browsers allow you some control over whether you allow cookies to be collected. You can also easily delete or clear cookies on your browser at any time.
- You can find more information about cookies at www.allaboutcookies.org

Controlling your personal information:

- You have ultimate control over your personal data. If you don't want us to send you relevant offers or marketing information you can opt out at any time by emailing sales@procure.ie
- You also have the right to be forgotten. In certain circumstances you can ask for the data we hold about you to be erased from our records.
- By submitting your information to us, you consent to the use of that information as set out in this privacy policy.
- If you no longer wish for your supplier to contact you with offers or marketing information, you can opt out by contacting them directly and following their opt out process.
- You have the right to request access to all of the personal data concerning you which is being held or processed by Procure.ie. This is called a Subject Access Request. If you want to get a copy of your personal data that we hold, simply print out the form below and send it to us by post to:

Procure
Unit 108 Q House
76 Furze Road
Sandyford Ind Estate
Dublin 18

Or email the completed form to sales@procure.ie

The Procure.ie Data Access Request form can be downloaded from the Privacy Policy page on our website www.procure.ie/privacy-policy

- If you believe that any information we are holding on you is incorrect or incomplete, please contact us as soon as possible. We will promptly correct any information found to be incorrect.