

Privacy Policy



Last updated on: **Feb 28, 2026**

Privacy Policy

Effective date: 28 February 2026

Applies to: <https://your-domain.example> (the "Site") and Remote Work Ready certification services

Remote Work Ready (RWR) Limited ("RWR", "we", "us", or "our") respects your privacy and is committed to protecting your personal data. This Privacy Policy explains how we collect, use, disclose, and safeguard your information when you visit our Site or interact with our services.

This policy is designed to comply with the UK General Data Protection Regulation (UK GDPR), the EU General Data Protection Regulation (EU GDPR), and applicable UK data protection laws.

1. Who We Are

Controller: Remote Work Ready (RWR) Limited a Company incorporated in England and Wales.

Email: [\[directors@remoteworkready.org\]](mailto:directors@remoteworkready.org)

RWR determines the purposes and means of processing your personal data.

2. Personal Data We Collect

We may collect, use, store and transfer different kinds of personal data about you which we have grouped together follows:

Identity Data includes first name, maiden name, last name, username or similar identifier, marital status, title, date of birth, and gender.

Contact Data includes billing address, email address, and telephone numbers.

Financial Data includes bank account and payment card details.

Transaction Data includes details about payments to and from you and other details of products or services you have purchased from us.

Technical Data includes internet protocol (IP) address, your login data, browser type and version, time zone setting and location, browser plug-in types and versions, operating system and platform and other technology on the devices you use to access this website.

Profile Data includes your username and password, information you provide to us in completing the RWR Assessment, purchases or orders made by you, your interests, preferences, feedback and survey responses.

Usage Data includes information about how you use our websites and services.

Marketing and Communications Data includes your preferences in receiving marketing from us and our third parties and your communication preferences.

As set forth in our Terms and Conditions, you are responsible for ensuring that any user-submitted content that you submit to us does not contain the personal data of third parties that have not agreed to this Privacy Notice and our Terms of Use, and does not contain any Special Categories of Personal Data.

If you fail to provide personal data

Where we need to collect personal data by law, or under the terms of a contract we have with you and you fail to provide that data when requested, we may not be able to perform the contract we have or are trying to enter into with you (for example, to provide you with goods or services). In this case, we may have to cancel a product or service you have with us but we will notify you if this is the case at the time.

3. How we collect your personal data

We use different methods to collect data from and about you including through:

Direct interactions. You may give us your identity and contact information by filling in forms or by corresponding with us by post, phone, email, or otherwise. This includes personal data you provide when you:

- apply for our products or services;
- create an account on our websites or web applications;
- submit information to us through our websites or web applications;

- subscribe to our service or publications;
- request marketing to be sent to you; or
- give us some feedback.

Automated technologies or interactions. As you interact with our website, we may automatically collect Technical Data about your equipment, browsing actions, and patterns. We collect this personal data by using cookies, server logs and other similar technologies.

Third parties or publicly available sources. We may receive personal data about you from various third parties and public sources as set out below:

Technical Data from the following parties:

- analytics providers such as Google based outside the EU;
- advertising networks; and
- search information providers.

4. How We Use Your Data

We will only use your personal data when the law allows us to. Most commonly, we will use your personal data in the following circumstances:

- Where we need to perform the contract we are about to enter into or have entered into with you, including
- Where it is necessary for our legitimate interests (or those of a third party) and your interests and fundamental rights do not override those interests.
- Where we need to comply with a legal or regulatory obligation.

Uses of personal data for legitimate business purposes, might include:

- Processing certification applications
- Communicating about your application or inquiry
- Providing updates about certified listings (if requested)
- Responding to customer support requests
- Improving our services and Site
- Preventing fraud or misuse
- Complying with legal obligations

4. Legal Bases for Processing (GDPR)

Under UK/EU GDPR, we rely on the following lawful bases:

Legitimate Interests

- Operating and improving the certification programme
- Communicating with applicants and users
- Ensuring security and reliability

Consent

- Sending optional updates or notifications
- Processing optional information you choose to provide

You may withdraw consent at any time.

Legal Obligation

- Compliance with applicable laws and regulations

5. Email Communications

If you provide your email address, we may contact you regarding:

- Your certification request
- Service updates
- Launch notifications for certified listings

Marketing

We may use your Identity, Contact, Technical, Usage, and Profile Data to form a view on what we think you may want or need, or what may be of interest to you. This is how we decide which products, services and offers may be relevant for you (we call this marketing).

You will receive marketing communications from us if you have requested information from us or purchased services from us or if you provided us with your details when you entered a form or registered on one of our websites, and, in each case, you have not opted out of receiving that marketing.

You can opt out of non-essential communications at any time by contacting us or using unsubscribe links (if provided).

6. Data Sharing and Processors

We may share data with trusted third parties that provide services on our behalf, such as:

- Website hosting providers
- Email delivery platforms
- Customer relationship management (CRM) systems
- Analytics providers
- Professional advisers

We require all third parties to respect the security of your personal data and to treat it in accordance with the law. We do not allow our third-party service providers to use your personal data for their own purposes and only permit them to process your personal data for specified purposes and in accordance with our instructions.

7. International Transfers

Your data may be processed outside the UK or European Economic Area (EEA) by service providers.

Some of our external third parties are based outside the European Economic Area (**EEA**) so their processing of your personal data might involve a transfer of data outside the EEA.

Whenever we transfer your personal data out of the EEA, we ensure that we will only transfer your personal data to countries that have been deemed to provide an adequate level of protection for personal data by the European Commission or ensure that the transfer is covered by an appropriate safeguard.

Please contact us if you want further information on the specific mechanism used by us when transferring your personal data out of the EEA.

8. Data Retention

We will only retain your personal data for as long as necessary to fulfil the purposes we collected it for, including for the purposes of satisfying any legal, accounting, or reporting requirements.

To determine the appropriate retention period for personal data, we consider the amount, nature, and sensitivity of the personal data, the potential risk of harm from unauthorised use or disclosure of your personal data, the purposes for which we process your personal data and whether we can achieve those purposes through other means, and the applicable legal requirements.

When no longer needed, data is securely deleted or anonymised.

9. Your Rights Under UK/EU GDPR

Under certain circumstances, you have rights under data protection laws in relation to your personal data. If you wish to exercise any of the rights set out above, please contact us.

You will not have to pay a fee to access your personal data (or to exercise any of the other rights). However, we may charge a reasonable fee if your request is clearly unfounded, repetitive, or excessive. Alternatively, we may refuse to comply with your request in these circumstances.

What we may need from you

We may need to request specific information from you to help us confirm your identity and ensure your right to access your personal data (or to exercise any of your other rights). This is a security measure to ensure that personal data is not disclosed to any person who has no right to receive it. We may also contact you to ask you for further information in relation to your request to speed up our response. **Time limit to respond**

You also have the right to lodge a complaint with a supervisory authority, such as the UK Information Commissioner's Office (ICO).

10. Security Measures

We implement appropriate technical and organisational safeguards to protect personal data, including:

- Secure hosting environments
- Access controls
- Encryption where appropriate
- Staff confidentiality obligations

In addition, your account information is protected by a password. It is important that you protect against unauthorised access of your account and information by choosing your password carefully, and keeping your password and computer secure by signing out after using our services.

No method of transmission over the Internet, or method of electronic storage, is 100% secure. Therefore, we cannot guarantee absolute security.

11. Children's Privacy

Our services are not directed to individuals under 18. We do not knowingly collect personal data from children.

12. Third-Party Links

The Site may contain links to external websites. We are not responsible for their privacy practices.

13. Changes to This Policy

We may update this Privacy Policy from time to time. The updated version will be posted on this page with a revised effective date.

Continued use of the Site after changes indicates acceptance of the updated policy.

14. Contact Us

If you have questions about this Privacy Policy or our data practices, contact:

Remote Work Ready (RWR) Limited
Email: [privacy@your-domain.example]

