



Privacy Policy

Last updated: Dec 2019

Introduction

Beyond Budgeting Limited (“We”) are committed to protecting and respecting your privacy. This Privacy Policy (“the personal data policy”) describes how Beyond Budgeting Institute, One Kingdom Street, Paddington Central, London W2 6BD, United Kingdom, processes your personal data and which rights you have in relation to Beyond Budgeting Institute’s collection, processing, and retention of your personal data.

Beyond Budgeting Institute has drawn up this data policy because we are determined to meet our obligations as regards the processing of personal data under current Danish law, EU law in this area and law in the areas we operate in. The purpose of our personal data protection policy is to explain how we collect, protect and use personal data. It is the goal of BBI to protect your personal data no matter from where they are collected and how they are disclosed or retained.

Please read the following carefully to understand our views and practices regarding your personal data and how we will treat it. By visiting www.bbrt.org you are accepting and consenting to the practices described in this policy.

Collection of Personal Data

www.bbrt.org collects your personal data in various ways, for example:

- **If you purchase a membership, articles, white papers, etc. or if you place any order on BBRT.org**
- **If you contact us by phone, e-mail or any other business connection**
- **If you register to www.bbrt.org, BBRT’s Knowledge Base or to a BBRT event**
- **If you subscribe to our newsletter, or any other services provided on www.bbrt.org**
- **If you contact BBI to initiate business cooperation or report a problem with our website**

In connection with the above, we can collect the following information:

Your name, middle name, surname, address, country, company name and e-address, phone number and credit card information.

With regard to each of your visits to www.bbrt.org we may automatically collect the following information:

- **Technical information, including the Internet Protocol (IP) address used to connect your computer to the Internet, your login information, browser type and version, time zone setting, browser plug-in types and versions, operating system and platform; information about your visit, including the full Uniform Resource Locators (URL) clickstream to, through and from our site (including date and time); products you viewed or searched for; page response times, download errors, length of visits to certain pages, page interaction information (such as scrolling, clicks, and mouse-overs), and methods used to browse away from the page and any phone number used to call our customer service number.**



Furthermore, we use third parties' analytics tool, such as Google Analytics and Mailchimp, as a navigational tool to comprehend the activities and tendencies happening on our websites. You can find more information about your ads settings in [Google Analytics Privacy Policy](#). Also, we use third party CRM integration to collect contact information such as name, middle name, surname, email, company name, messages, and country. Here, you can find more information about Microsoft Dynamics' CRM Privacy Policy.

Also, we use third party CRM integration to collect contact information such as name, middle name, surname, email, company name, messages, and country. Here, you can find more information about [Microsoft Dynamics' CRM Privacy Policy](#).

Purpose of Collecting data

We will use the collected data to:

- **Administer our site and for internal operations, including troubleshooting, data analysis, testing, research, statistical and survey purposes**
- **Improve our site to ensure that content is presented in the most effective manner for you and for your computer**
- **Allow you to participate in interactive features of our service when you choose to do so; as part of our efforts to keep our site safe and secure**
- **Measure or understand the effectiveness of the advertising we serve to you and others, and to deliver relevant advertising to you**
- **Make suggestions and recommendations to you and other users of our site about goods or services that may interest you or them**

We may combine this information with information given to us or information we have collected about you for the above purposes.

Disclosure and Recipients of your Personal Data

www.bbrt.org can disclose or make your personal data available to the following recipients:

- **Business partners, suppliers and sub-contractors**
- **Analytics and search engine providers that assist us in the improvement and optimization of our site and newsletter**

Certain recipients process personal data on behalf of BBI and must process your personal data only in accordance with the instructions provided by BBI. Such third parties must not process your personal data for their own purposes. Your personal data will not be subjected to external disclosure without your consent unless there is a legal basis for this.

In the following cases, we could disclose your personal data to third parties without your consent:

- **If we sell or buy any business or assets, in which case we may disclose your personal data to the prospective seller or buyer of such business or assets**
- **If Beyond Budgeting Limited or substantially all of its assets are acquired by a third party, in which case personal data held by it about its customers will be one of the transferred assets**



- **If we are under a duty to disclose or share your personal data in order to comply with any legal obligation; or to protect the rights, property, or safety of Beyond Budgeting Limited, our customers, or others. This includes exchanging information with other companies and organisations for the purposes of fraud protection and credit risk reduction**

Our website (www.bbbrt.org) may contain links to other websites that are hosted or operated by third parties. BBI is not responsible for the content or data processing practice used by such websites that are hosted or operated by third parties.

To the extent that BBI discloses or makes your personal data available to such third parties that can use your personal data for their own purposes, such disclosure or availability to third parties will take place only if it is in compliance with current law or your previous consent, where this is required.

Stored Personal Data

All information you provide to us is stored on our secure servers. Any payment transactions will be encrypted. Where we have given you (or where you have chosen) a password which enables you to access certain parts of our site, you are responsible for keeping this password confidential. We ask you not to share a password with anyone.

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 unauthorized access.

Retention of your Personal Data

BBI will retain your personal data only for as long as necessary to meet the purpose of processing your data. However, special provisions may apply, and within certain areas, it is possible to retain your data for a longer period of time. Please contact BBI for further information about the special provisions (contact details are available below).

Some of your personal data must be retained for accounting purposes or to defend legal claims. Such personal data are retained until the expiry of the mandatory period of limitation, which is five years for the retention of accounting material.

Your rights

BBI is continuously focused on protecting your personal data and safeguarding your rights. You have certain rights, which are described below.

Right to access

to make some information available to you, such as:

- **The purpose of the processing**
- **The categories of personal data concerned**
- **The recipients or categories of recipients, including recipients in third countries**
- **The retention period or the criteria for determining the retention period**
- **Any information available about the source of personal data when the data have not been collected from you as a data subject**

BBI must make a copy of the personal data processed available, free of charge and in electronic format if the request has been forwarded in a generally used electronic format. We will strive to answer requests as soon as possible and we will, in any case, do so within a period of 30 days.

Right to rectification

- You have a right to have incorrect personal data about you rectified, including to have incomplete personal data completed

Right to deletion

- In certain conditions, you have a right to have your data deleted, which means that – upon your request – BBI must delete any personal data retained about you. Please observe that the right of deletion is not absolute and, consequently, one of the following conditions must apply
- The personal data are no longer necessary for the purposes for which they were collected or processed in any other way
- You withdraw your consent, and there is no other legal basis for processing your personal data (such as BBI's overriding interests)
- You object to the processing and there are no overriding reasons for processing your personal data; The personal data have been processed illegally; or
- The personal data must be deleted to comply with a legal obligation under EU law or Danish law

Right to restriction

- If one of the following circumstances apply, you have a right to restrict BBI's processing of your personal data
- The accuracy of the personal data is challenged by you – however, only for a period enabling BBI to rectify the accuracy of these personal data
- The processing is illegal, and you request restriction of the use of personal data rather than deletion; BBI no longer needs to process the personal data, but you need the personal data to advance a legal claim, exert or defend a legal claim, such as documentation or proof
- For reasons related to your special situation, you have objected to the processing and are awaiting confirmation whether BBI's legal reasons set aside those of the data subject

Right to data portability

- You have a right to receive the personal data collected about you in a structured, commonly used and machine-readable format. Where the processing is based on consent or contract, and when the processing is done in an automatically generated format, you have a right to disclose these personal data to third parties without any hindrance from BBI

Right to object

- In certain circumstances, you have a right to object to BBI's processing of your personal data

Withdrawal of consent

- In cases where the processing of your personal data depends on your consent you can, at any time, withdraw your consent by emailing info@bbrt.org. Please observe that this does not affect BBI's processing of your personal data prior to the withdrawal of your consent



Amendments to the Personal Data Protection Policy

This data protection policy will be updated regularly and when it is required due to amendments of current law. The Privacy Policy will, at any time, contain information about the date of the most recent current version. To the extent that amendments to the Privacy Policy are considered comprehensive and important, you will be expressly informed about this, for example through BBI's website. In some cases, you will receive a request from BBI to accept the amendments before their entry into force.

Contact

You are more than welcome to contact us with any comment, question or request regarding this Privacy Policy. You can contact us by using the following information:

Beyond Budgeting Limited
Kingdom Street
Paddington
Central London
W26BD United Kingdom

E-mail: info@bbbt.org

Phone: +44 3755 3692