

Privacy Notice

Last updated on:	26-Sep-25
Company name:	GRC Catalyst Ltd
Registered office:	3rd Floor, 86-90 Paul Street, London, EC2A 4NE
Company number:	16390269
VAT registration no:	497 7652 21
Jurisdiction:	England and Wales

This is the Privacy Notice of GRC Catalyst Ltd, also referred to as GRC Catalyst.

GRC Catalyst respects your right to privacy. We take our responsibilities seriously under all the applicable data protection laws including the UK's GDPR and Data Protection Act 2018.

This Privacy Notice provides details on how and why we collect and use your personal data depending on our business relationship with you. This includes data collected and used, for example, whilst you are browsing our website or using the web contact form, during subsequent business consultations, and during our ongoing business or contractual relationship. We may provide additional privacy notices when we collect or process personal data in other contexts. This Privacy Notice supplements these other privacy notices and is not intended to replace them.

About us

GRC Catalyst is a consultancy company providing governance, risk, and compliance (GRC) services. We are a company limited by guarantee, registered with Company House (company no 16390269) and our registered address is 3rd Floor, 86-90 Paul Street, London, EC2A 4HE.

Our mission is to empower organisations to lead with integrity through smart governance, ethical risk management, and uncompromising compliance.

In this Privacy Notice, GRC Catalyst is the data controller responsible for the personal data we process about you. If you have any questions about this Privacy Notice, or if you wish to exercise your legal rights, please refer to the "Contact us" section below.

What information do we collect about you?

Personal data refers to any information that relates to an identified or identifiable natural person that can be used to identify them, directly or indirectly. It does not include data

where the identity has been removed (anonymous data). GRC Catalyst collects and uses your personal data in different ways depending on the nature of our relationship.

The types of personal data we may collect, or you provide to us, may include:

- **Identity data:** Name and preferred name. For job applicants or consultants, we may also ask for your date of birth, gender, social security number, diversity data, passport or government identity information, national insurance number, as appropriate.
- **Contact data:** Billing address, delivery address, e-mail address, phone numbers, emergency contact details.
- **Financial data:** Bank account details, payment card information, and, if applicable, salary or income details (job applicants or consultants).
- **Legal data:** Consultancy and contractual agreements, confidentiality agreements, and litigation materials.
- **Audio-visual data:** Audio or video recordings during, for example, online meetings, webinars, or training events, and photographs taken during events, conferences, or workshops.
- **Employment data** (job applicants or consultants): Job title, employer name, work history, work location, and employment status. Job applicants will also be asked to provide references and may be subject to pre-employment checks e.g. Disclosure and Barring Service (DBS) checks.
- **Education and training** (job applicants or consultants): Educational history, academic qualifications, school/university attended, certifications and training courses attended.
- **Transaction data:** Billing and invoicing details, purchase history, refunds, chargebacks, cancellations, contractual information, and correspondence relating to transactions.
- **Technical data:** IP and login credentials, browser type and version, device identifiers, time zone settings and language preferences, operating system, platform, and other similar data related to your devices.
- **Usage data:** Information about how you use our website including page interactions, session duration, and navigation paths. We also monitor diagnostic and performance data such as error logs and crash reports, to improve system reliability.
- **Communications data:** Contact preferences such as your choices for receiving newsletters, updates, or promotional materials, content that we have shared with or received from you, shared job opportunities, or company updates and event invitations from us or our third-party trusted partners. We may also monitor e-mail engagement data.

It is important that the personal data we hold about you is accurate and up to date. Please notify us of any changes to your personal data during our relationship by e-mailing contact@grc-catalyst.com.

We do not knowingly collect personal data from children under the age of 16. If this personal data is collected inadvertently, we will take steps to delete such information

promptly. If you believe that we might have any information from or about a child under 16, please contact us by e-mail.

How do we use your personal information?

We use the personal data you provide to manage our relationship with you, including before, during, and after your engagement with us. We may also use it in the following ways, depending on the nature of our relationship:

Business and contractual relationships

- Managing our contractual relationships.
- Conducting due diligence on suppliers, vendors, and service providers.
- Managing invoices, payments and for accounting purposes.

Compliance with legal, regulatory, best practices and ethical obligations

- Complying with the applicable industry standards.
- Driving continuous improvement and quality enhancement.
- Financial and tax reporting requirements.
- Management of data subject access requests.

Communicating with you

- Providing you with information about our Company, services, and job opportunities.
- Communicating with you, such as responding to your enquiries or for business purposes.
- Establishing partnerships, collaborations, and networking opportunities.
- Providing company updates. You can opt out of these communications at any time by e-mailing contact@grc-catalyst.com.

Managing recruitment

- Evaluating your suitability for a role at GRC Catalyst.
- Performing background checks in compliance with applicable local laws.

Managing our website

- Maintaining and administering our website, troubleshooting, and analysing data.
- Securing our website, preventing fraud, and measuring its effectiveness

Protecting our rights and interests

- Managing any investigations, pre-litigation, and litigation.
- Protecting our rights or those of third parties, including intellectual property rights, privacy, safety, and property.
- Protecting against any actions or omissions which are likely to cause harm to GRC Catalyst, including fraudulent actions or omissions.

Legal basis for processing your personal data

We will only use your personal information when the law allows us to. We process your data based on the following legal grounds:

- **Contract:** To fulfil our contractual obligations, including requests for your services.
- **Consent:** When required, we obtain your consent to process your data.
- **Legal obligations:** To comply with relevant laws and regulations.
- **Legitimate interests:** To pursue our legitimate business interests unless overridden by your interests and fundamental rights. Legitimate business interests include managing relationships and improving our business practices.

We will not process your data unless we have a lawful basis. If we need to process special categories of personal data, we will only do this with your explicit consent or as required by law.

Please note GRC Catalyst does not use automated systems to make decisions that could impact you without a person being involved.

Who do we share your information with?

We may share your personal data with third parties for the purposes outlined in this Privacy Notice. These third parties include:

- Contracted third parties, as required for our everyday business purposes.
- Third-party service providers assisting with business functions like technical support, consultancy, or analytics.
- Credit agencies or background check companies for verification purposes.
- Legal, regulatory, or government authorities, as required by law, such as tax reporting, and as required to support business operations.
- Outside Counsel, external law and accountancy firms, and external or internal auditors.
- If GRC Catalyst was subject to a sale or merger, personal data may be transferred to the new owners.

GRC Catalyst requires that all third-party partners handle your personal data in accordance with applicable data protection laws. Data protection requirements are built into our contracts.

Cookie Consent Management

Cookies are small text files stored on your device to enhance your browsing experience, keep you signed in, and provide analytics. Our website uses cookies and analytics tools to improve our services, customise content for users, and monitor website traffic and usage.

We do not use cookies for marketing, advertising, or behavioural tracking purposes. However, we use cookies to help us understand how you interact with our website, for

example, which pages are visited and how users navigate our content. This helps us improve site performance and user experience.

We use CookieYes to manage cookie consent on our website. This tool helps ensure that your preferences are respected and that only necessary or approved cookies are activated during your visit.

When you visit our site, you will be presented with a clear choice to accept, reject, or customise your cookie preferences. Your selections are recorded and stored securely by CookieYes. You may update or withdraw your consent at any time by clicking the blue “Cookie Settings” icon which can be found on the bottom left of the screen. The cookie banner will be re-activated. If you agree to cookies, consent will be maintained for a maximum period of 12 months.

International Data Transfers

We may, on occasions, transfer your personal data internationally during our business when necessary to support specific services or legal obligations. When doing so, we ensure adequate protection by using approved safeguards, such as the EU’s Standard Contractual Clauses, the UK’s International data transfer agreement, and the EU-US Data Privacy Framework. We may rely on adequacy decisions by relevant authorities, depending on the jurisdiction. If necessary, we will obtain your consent for international data transfers.

How do we protect your information?

We implement reasonable technical and organisational measures (TOMs) to safeguard your personal data against unauthorised access, alteration, or destruction. These include policies and procedures to protect the confidentiality, integrity, availability and security of your personal data. Only authorised personnel and contracted third-party service providers with a business need will access your data.

GRC Catalyst requires that our contracted third-parties implement appropriate security measures to protect your personal data.

Your Rights

GRC Catalyst is committed to protecting personal data in accordance with applicable data protection laws. Our primary obligations arise under the UK GDPR and the UK Data Protection Act 2018.

You have the following rights concerning your personal data:

- **Access:** Request a copy of the personal data we hold about you.
- **Correction:** Correct any inaccurate or incomplete data we hold about you.
- **Erasure:** Request deletion of your personal data, where there is no valid reason for us to retain it.
- **Objection:** Object to the processing of your personal data for certain purposes, including marketing.
- **Restriction:** Ask us to suspend processing your data in specific situations.

- **Data portability:** Request a copy of your data in a structured, machine-readable format or transfer it to another service provider.
- **Withdraw consent:** If we process your data based on your consent, you can withdraw that consent at any time.

To exercise certain rights, we may ask you to verify your identity and, when applicable, assist us in locating your personal data. In most cases, we will respond within one month of either (i) confirming your identity or (ii) if no identity verification is required, the date we received your request.

Escalation routes

If you have concerns about how your personal data is handled, you may contact us directly at contact@grc-catalyst.com.

If you are not satisfied with our response, you have the right to lodge a complaint with the relevant supervisory authority:

- **UK residents:** Information Commissioner's Office (ICO) – www.ico.org.uk.
- **EU residents:** You may contact your local data protection authority. A list of EU supervisory authorities is available at https://edpb.europa.eu/about-edpb/board/members_en.

International data protection compliance

While our services are designed for UK and EU audiences, we recognise that individuals from other jurisdictions may access our website or interact with our content. Where applicable, we aim to respect the principles of international data protection laws.

If you are located outside the UK or EU and have questions about how your data is handled, please contact us at contact@grc-catalyst.com.

How long do we store your personal data

We will only retain your personal data for as long as reasonably necessary to fulfil the purposes we collected it for. In addition, we may retain your data for specific periods, including for the purposes of satisfying any legal, regulatory, tax, accounting or reporting requirements.

We may retain your personal data for a longer period in the event of a complaint or if we reasonably believe there is a prospect of litigation in respect to our relationship with you.

Factors influencing the retention period include:

- Amount, nature, and sensitivity of the personal data.
- Potential risk of harm from unauthorised use or disclosure of the data.
- Purpose for which the data is processed, and whether those purposes can be achieved by other means.
- Applicable legal, regulatory, tax, accounting, or other requirements.

Once the retention period expires, your personal data will be deleted. Your rights such as access, erasure, rectification, and data portability cannot be enforced once the retention period expires.

Amendments

This Privacy Notice may be updated from time to time. Any changes will be posted on this page, and, where appropriate, we will notify you. We recommend reviewing this page periodically.

Governing Law

This Privacy Notice and any related processing of personal data shall be governed by and construed in accordance with the laws of England and Wales.

Any disputes arising in connection with this notice shall be subject to the exclusive jurisdiction of the courts of England and Wales, unless otherwise required by applicable data protection laws.

Contact us

If you have any questions about this Privacy Notice or would like to exercise your data protection rights, please contact us:

Data protection contact: Pamela Stacey

Email: contact@grc-catalyst.com

Phone: +44 (0) 7552 723677