

Privacy policy

In this policy we outline what data we collect and why. We also set out your rights in regards to the data we hold on you.

China UK Development Centre (CUDC) is committed to ensure the safety and security of the data we hold on employees, collaborators and clients.

Your rights

- To request (free of charge) what data we hold on you and how we use it
- If the information we hold on you is not correct, you have the right to notify us to correct it
- To prevent us from using the data we hold on you
- To request to remove the data we hold on you

What information we collect and what we do with it

1. For Employees

The data we hold on **employees** is the necessary information we need to comply with employment legal obligations. We collect the following information:

- Name and job title
- Contact information including email address
- Demographic information such as postcode, nationality (right to work)
- Necessary information to process payment of salary and expenses. We outsource our payroll to a third-party company. They have access to your name, National Insurance Number, your tax code and salary and pension arrangements. This need this information to ensure that every employee's tax and pension payments are done correctly.

If an employee refuses to provide consent for the information above, CUDC will not be to comply with employment legal obligations and pay the employee. In this case CUDC will not able to employ you. Within CUDC only the Senior Management Team have access to this information.

2. For Newsletter recipients

For our **newsletter recipients** we only hold names, email addresses and the names of organisations or institutions that recipients represent in order to inform our recipients of the latest developments within CUDC. We DO NOT share this information with anyone outside of CUDC and do not process this information for any other purposes in any form whatsoever. We hold this information based on consent given to us by recipients and our recipients have the right to refuse to provide this information or ask for their information to be removed immediately. In this case we will not be able to send you newsletters informing you of CUDC activities in the UK and worldwide.

Use of cookies

A cookie is a small text file which is placed on your computer by your browser.

These are removed when you leave the site and are essential to the running of the site. These typically have the site web address as their name.

We use analytical cookies to analyse response to our newsletters. We only use this information for statistical analysis purposes. This does not in any way give us access to any files on your computer.

Links to other websites

On the CUDC website, we have links to websites of our partners in the UK and China. Once you click on such links and leave our website, please note that we do not have control over that website. However our partners do display their own privacy policy so please make sure you look at it once you visit a partner's website.