

## Privacy Policy

This page sets out the details of the Egypt Centre's privacy notice in relation to information collected about you.

This is the Privacy Policy of Abaset Collections, Abaset House, 15 Grove Road, Lydney, Gloucestershire, GL15 5JE, containing a description of how we handle your personal data. We value your privacy, and illustrate how we protect your rights in this Privacy Policy.

Abaset Collections is responsible for the collection and processing of personal data including data defined as sensitive. As such, Abaset Collections is committed to protecting the rights of participants in line with the UK Data Protection Act 1998 (DPA) and the new General Data Protection Regulation (GDPR).

### 1. Scope

This Privacy Policy applies to all personal data about you that is collected and used by Abaset Collections when you visit our website, create a login, perform searches and save objects to Trails. Personal data is data that allow us to identify you as an individual, as set out below under "Personal data processed by us".

### 2. Personal data processed by us

Depending on the type of services you use, the personal data we collect and process about you include:

- *Your contact details*, such as name and email address.
- *Your account details and (electronic) identification data*, such as electronic identification data such as your IP or MAC address, as well as the data you have added to your account yourself (such as your username and password).
- *Information related to the use of our online services or applications*, such as the web pages you visit, the objects you save and/or export in Abaset Collections.
- The content of your communications with us, for example, when you contact us by email, phone, or otherwise.
- An image or audio file that you upload in Abaset Collections. The uploaded image or audio file is stored in Abaset Collections.

### 3. The purposes and legal basis for processing your personal data

Abaset Collections collects and uses your personal data, which we do on the legal bases illustrated below. Insofar as Abaset Collections already holds your personal data, these personal data will be used for the same purposes and on the same legal basis.

- *Required for the execution of an agreement*  
Your personal data are collected in order to provide services. We need to process this data in order to properly fulfil our obligations to handle any of your requests, complaints, or questions. When you fail to provide us with the aforementioned necessary data, we will not be able to handle your requests, complaints or requests related thereto.

- *Required to represent the legitimate interests of Abaset Collections*  
We may use the aforementioned personal data to improve our products and services and to better understand and approach our visitors and relations.
- *Based on consent*  
You can withdraw your consent at any time. How you can do this is described below, under section 9. Withdrawal of your consent does not affect the lawfulness of processing based on your consent before the withdrawal.
- *Required to comply with a legal obligation*  
We may use your personal data to comply with applicable laws, to comply with requests from public bodies and authorities, or to cooperate with law enforcement.

#### 4. Use of cookies

Abaset Collections uses cookies to improve usability, effectiveness, and security. Cookies are small text files on your computer that are stored by your browser. For more information about the use of cookies by Abaset Collections, please refer to the Cookie Use Policy.

#### 5. Who receives your personal data

Only authorised employees of Abaset Collections have access to your personal data to the extent necessary for the performance of their work at Abaset Collections.

We will not disclose the personal data you have provided to us to third parties without your express prior consent, unless we are required to do so for the purposes set out under section 3. For example, we may pass on your personal data to suppliers/service providers for the execution of agreements we have concluded with you. In addition, we may disclose your personal data to public authorities to comply with applicable legal obligations.

#### 6. Transfer of your personal data

Unless otherwise stated, we process and store your personal data within the European Union. It may be that our service providers transfer your personal data to a country outside the European Economic Area (“EEA”) that does not offer the same level of protection under European law as the country where you normally use your products and/or services. In that case, we will take the necessary steps to ensure that your personal data are adequately protected, such as drafting standard EU contracts with parties outside the EEA.

#### 7. Security

We take appropriate and reasonable security measures to protect your personal data against unauthorised access, modifications, disclosure, loss, or improper use, and to protect the accuracy and integrity of your personal data. In order to ensure a risk-adapted level of security, we implement technical and organisational measures, including security with regard to access to our systems.

#### 8. How long do we keep your personal data?

We keep your personal data as long as necessary or permitted with respect to the objectives for which they were obtained, and as set out in this Privacy Policy. The criteria

used to determine our retention periods include: (i) the period during which we have an ongoing relationship with you; (ii) whether there is a legal obligation we are subject to; and (iii) whether retention is desirable in light of our legal position (for example, in relation to the enforcement of general terms and conditions, lawsuits, or legal investigations).

9. What rights do you have with regard to your personal data and how can you exercise these rights?

Under the applicable laws and regulations, you have a number of rights with regard to your personal data, including:

- *Right of access.* At your request, we will provide you, free of charge, with information regarding the personal data we process about you.
- *Right to rectification.* At your request we will correct, supplement, block, or delete your personal data in the event that these are factually incorrect, incomplete, or irrelevant for the objective or objectives of the processing, or when these are processed in any other way that infringes a legal provision.
- *Withdrawal of consent.* You can withdraw your consent at any time for future processing by us of your personal data.
- *Right to object.* You have the right to object to the processing of your personal data.
- *Right to restriction of processing.* If applicable, you have the right to request a restriction on the processing of your personal data by Abaset Collections. This means that your personal data may (temporarily) not be processed and changed.
- *Right to erasure.* When we are legally obliged to, we will delete your personal data without unreasonable delay (right to be forgotten).
- *Right of opposition.* If applicable, you have the right to object to the processing of your personal data based on, among other things, the basis of the “legitimate interest” of Abaset Collections.
- *Right to transfer data.* If applicable, we will provide you with the personal data you have provided to us, so that these data can be transferred to another data controller, to the extent that this (data portability) is technically feasible.
- *Right to file a complaint.* Finally, you have the right to file a complaint with the supervisory authority if you believe that your personal data are being processed in violation of this Privacy Policy.

If you wish to exercise one of your rights, you can do so by using the contact information set out below.

## 10. Contact information

If you have any questions about this Privacy Policy, the way we process your personal data, or if you want to exercise any of the above rights, please contact Abaset Collections using the contact information below:

Abaset Collections

Abaset House, 15 Grove Road, Lydney, Gloucestershire, GL15 5JE.

[abasetcollections@outlook.com](mailto:abasetcollections@outlook.com)

This Privacy Policy is updated from time to time. This Privacy Policy enters into force in October 2020. The most recent version is published on [abasetcollections.com](http://abasetcollections.com).