

Alta Medical Services Privacy Notice for Clients, Service Providers and Website Users

Summary Privacy Notice for Clients, Service Providers and Website Users

Introduction

We value your privacy and are committed to protecting your personal data. This notice provides an overview of how we handle your personal information in accordance with applicable data privacy legislation.

Who We Are

Alta Medical Services is a medical services company that processes personal data in the course of our business operations.

Data We Collect

- Clients and Representatives: Name, surname, position, phone number, email.
- Participants in events organized by us: Name, surname, position, phone number, email.
- Service Providers: Name, surname, position, phone number, email.
- Users of our website: Technical information about your equipment and your interaction with our website. This information is sent from your computer to us using cookies.
- Visitors to our offices: refer to Attico Workspaces' [privacy notice](#).

How We Use Your Data

- To manage client relationships and contracts.
- To provide and improve our services.
- To communicate with you.

Your Rights

You have the right to access, rectify, erase, restrict processing, and object to the processing of your personal data.

For more information, please refer to our [Detailed Privacy Notice](#).

This Notice was last updated on [20/11/2024].

Detailed Privacy Notice for Clients, Service Providers and Website Users

Introduction

We are committed to protecting your personal data. This detailed privacy notice explains how we collect, use, and safeguard your information in accordance with the General Data Protection Regulation (EU) 2016/679 and Organic Law 3/2018 on the Protection of Personal Data and Guarantee of Digital Rights.

This Notice was last updated on [20/11/2024]. See Section 8 below for changes to this Notice.

1. Who We Are

We are a medical writing company, responsible for processing personal data in compliance with applicable data protection laws.

- Data Controller: Alta HealthConsulting SL, operating as “Alta Medical Services”
- NIF/CIF: B6701185
- Address: Ronda Sant Pere, 52, 08010 Barcelona
- Contact: info@altamedicalservices.com

2. How we collect personal data

We may collect personal data:

- directly from you when you engage with us;
- from our clients, when we handle personal data for the purpose of providing our services;
- indirectly from third-party sources, including a representative or contact from your organisation,
- publicly available sources;
- from companies providing services to us.

When we collect personal data directly from you it is your decision whether to provide data. If you do not provide data, it may hinder your use of, or make it not possible to use our services or products, not allow you to remain in contact with us, to enter into contracts/agreements with us, to participate in our activities, or to exercise your rights. If you provide information to us about another person, you must ensure that you comply with any legal obligations that may apply to your provision of the information to us, and allow us, where necessary, to share that information with our service providers.

2. Data We Collect

- Clients and representatives
 - Categories of Data: Name, surname, position, phone number, email.
 - Purpose: To acquire new clients and manage contractual relationships.
 - Legal Basis: Consent (clients completing contact form), legitimate interest (proactive approach to potential clients) and contractual necessity (actual clients).
- Participants at events organized by us
 - Categories of Data: Name, surname, position, phone number, email.
 - Purpose: To manage participation in events we organize.
 - Legal Basis: Consent and legitimate interest.
- Service Providers
 - Categories of Data: Name, surname, position, phone number, email.
 - Purpose: To manage relationships and contractual obligations.
 - Legal Basis: Contractual necessity.
- Users of our website
 - Categories of Data: Technical information about your equipment and your interaction with our website. This information is sent from your computer to us using cookies.
 - Purpose: To optimize the experience browsing our website.
 - Legal Basis: Consent and legitimate interest.

Read more about the use of cookies in our cookies notice.

- Staff and Applicants for jobs & internships

When you apply for a job or an internship, we will ask you for information relevant to your application. The opportunities we post contain a link to our privacy notice for staff and candidates and we furthermore provide fair processing information when acknowledging receipt of CVs from candidates.
- Visitors to our offices

If you visit our offices, Cospace SL, the company managing the Aticco premises we rent, collects information that it needs to identify you, to create a record of your visit and issue a visitor pass (if issued) and to complete necessary security checks. It may also collect your image on CCTV. They use this information to maintain physical security and manage access to our offices. If you use the guest wi-fi, Cospace SL may collect relevant information to maintain the security of the Wi-Fi service. Cospace SL processes information about visitors to the premises to comply with legal obligations and because it has a legitimate interest in maintaining the security of its network and buildings. For more information, refer to Cospace SL's [privacy notice](#).

3. How We Use Your Data

- *Clients*: to manage client relationships, fulfill contractual obligations, and communicate regarding our services.
- *Participants in events organised by us*: to manage participation in events we organise.
- *Service Providers*: to manage service relationships and fulfill contractual obligations.
- *Visitors to our website*: to optimize the experience browsing our website.
- *Visitors to our offices*: Cospace SL processes your data to identify you and ensure your safety (see above).

4. Data Retention

Personal data will be retained as long as necessary for the purposes for which it was collected or to comply with legal obligations.

We maintain an internal procedure to setting out our standard retention periods. We will periodically review the data we hold in line with that procedure and delete or anonymize personal data when it is no longer needed.

5. Data Sharing and Transfers

We may share your data with service providers who assist us in our operations.

We ensure appropriate safeguards are in place for any data transferred outside the European Economic Area (EEA).

6. Security Measures

We implement appropriate technical and organizational measures to protect your personal data against unauthorized access, loss, or misuse. These measures include secure storage, access controls, and encryption.

7. Your Rights

You have the following rights regarding your personal data:

- *Access*: You can request access to your data.
- *Rectification*: You can request correction of inaccurate data.
- *Erasure*: You can request deletion of your data.
- *Restriction*: You can request restriction of data processing.
- *Objection*: You can object to data processing.
- *Data Portability*: You can request a copy of your data in a structured format.

If you have given your consent for a specific purpose, you have the right to withdraw the consent given at any time, without affecting the legality of the processing based on the consent prior to its withdrawal.

To exercise your rights, please contact us at privacy@altamedicalservices.com.

You may also present a complaint to the [Spanish Data Protection Agency](#) if you consider your rights have been infringed, especially if you believe you have not been able to properly exercise your rights described above.

8. Changes to This Notice

We may update this privacy notice from time to time. Any changes will be posted on our website at <https://altamedicalservices.com/#icontact>

9. Contact Us

If you have any questions about this privacy notice or how we handle your personal data, please contact us at privacy@altamedicalservices.com.