

Privacy Policy

Scope Carbon Tracking Solutions Limited

Last updated 21 October 2025

Introduction

This privacy policy applies between you, the User of our web application, and Scope Carbon Tracking Solutions, the owner and provider of this web application. Scope Carbon Tracking Solutions takes the privacy of your information very seriously.

This privacy policy applies to our use of any and all data collected by us or provided by you in relation to your use of the platform. It should be read alongside, and in addition to, our Terms and Conditions.

Please read this privacy policy carefully.

Definitions

Data — collectively all information that you submit to Scope Carbon Tracking Solutions via the platform. This incorporates, where applicable, the definitions provided in the Data Protection Laws.

Data Protection Laws — any applicable law relating to the processing of personal data, including but not limited to the GDPR, and any national implementing and supplementary laws, regulations, and secondary legislation.

GDPR — the UK General Data Protection Regulation.

User or you — any third party that accesses the platform and is not either (i) employed by Scope Carbon Tracking Solutions and acting in the course of their employment, or (ii) engaged as a consultant or otherwise providing services to Scope Carbon Tracking Solutions and accessing the platform in connection with the provision of such services.

Scope Carbon Tracking Solutions, we, or us — Scope Carbon Tracking Solutions of First Floor Suite, 4 Canon Harnett Court, Warren Park, Wolverton Mill, Milton Keynes, MK12 5NW.

Scope of this policy

This privacy policy applies only to the actions of Scope Carbon Tracking Solutions and Users with respect to this platform. It does not extend to any websites that can be accessed from this platform including, but not limited to, any links we may provide to social media websites.

For purposes of the applicable Data Protection Laws, Scope Carbon Tracking Solutions is the "data controller". This means that Scope Carbon Tracking Solutions determines the purposes for which, and the way, your data is processed.

Data collected

We may collect the following data, which includes personal data, from you:

- Name
- Contact information such as email addresses and telephone numbers

- Any other information you directly provide to us through our platform, email, telephone, or other means

How we collect data

Data you provide us

- When you contact us through the platform, by telephone, post, email, or through any other means
- When you register with us and set up an account to receive our products and services
- When you use our services

Data collected automatically

We automatically collect some information about your visit to the platform. This includes your IP address, the date, times, and frequency with which you access the platform, and the way you use and interact with its content.

Our use of data

We use your data to provide you with the best possible service and experience when using our platform. Specifically, we may use data for the following reasons:

- Internal record keeping
- Transmission by email of marketing materials that may be of interest to you

We may use your data for the above purposes if we deem it necessary for our legitimate interests. You have the right to object in certain circumstances (see "Your rights" below).

Direct marketing

For direct marketing via email, we require your consent, either via opt-in or soft opt-in:

- **Soft opt-in consent** — applies when you have previously engaged with us (for example, you asked about a product or service, and we are marketing similar products or services). We will take your consent as given unless you opt out.
- **Other e-marketing** — requires explicit consent. You need to take positive action when consenting, such as checking a tick box.

You can withdraw consent at any time — see "Your rights" below.

Who we share data with

We may share your data with:

- Our employees, agents, and professional advisors to provide support regarding the use of our platform
- Programme organisers to provide progress information regarding any programme you may be part of

Keeping data secure

We use technical and organisational measures to safeguard your data, including:

- Access to your account is controlled by a password and username unique to you
- We store your data on secure servers

If you suspect any misuse or loss of, or unauthorised access to, your data, please contact us immediately at help@scope-carbon-tracking.co.uk.

Data retention

We will only hold your data on our systems for the period necessary to fulfil the purposes outlined in this privacy policy, or until you request that the data be deleted.

Even if we delete your data, it may persist on backup or archival media for legal, tax, or regulatory purposes.

Data deletion

Under the GDPR, you have the right to request the deletion of all your personal data. Once we receive your request, we will use our deletion process to remove your record within 5 days.

We will also delete any personal data stored in our associated services. You will receive email confirmation once the data has been removed.

Your rights

You have the following rights regarding your data:

- **Right to access** — request copies of information we hold about you
- **Right to correct** — have your data rectified if it is inaccurate or incomplete
- **Right to erase** — request that we delete or remove your data
- **Right to restrict** — block or limit how we use your data
- **Right to portability** — request that we move, copy, or transfer your data
- **Right to object** — object to our use of your data, including for legitimate interests

To exercise any of your rights, or to withdraw consent to the processing of your data, please contact us at help@scope-carbon-tracking.co.uk.

If you are not satisfied with how we handle your complaint, you may refer it to the Information Commissioner's Office (ICO). Details are available on the ICO's website.

International transfers

Your data may be stored and processed in, and transferred to, countries outside the UK and European Economic Area (EEA). We will only transfer data outside the UK or EEA where it complies with data protection legislation and provides adequate safeguards, for example through a data transfer agreement incorporating standard contractual clauses.

Links to other websites

Our platform may provide links to other websites. We have no control over such websites and are not responsible for their content. This privacy policy does not extend to your use of such websites. You are advised to read the privacy policy of any other website before using it.

Business ownership changes

Scope Carbon Tracking Solutions may expand or reduce our business, which may involve the sale and/or transfer of control of all or part of Scope Carbon Tracking Solutions. Data provided by users will be transferred

along with that part, and the new owner will be permitted to use the data for the purposes for which it was originally supplied to us.

We may also disclose data to a prospective purchaser of our business or any part of it. In these instances, we will ensure your privacy is protected.

Breach

In the event of a breach of security leading to the accidental or unlawful destruction, loss, alteration, unauthorised disclosure of, or access to, personal data, Scope Carbon Tracking Solutions shall promptly assess the risk to people's rights and freedoms and, if appropriate, report this breach to the ICO.

General

You may not transfer any of your rights under this privacy policy to any other person. We may transfer our rights under this privacy policy where we reasonably believe your rights will not be affected.

If any court or competent authority finds that any provision of this privacy policy is invalid, illegal, or unenforceable, that provision will be deemed deleted, and the validity and enforceability of the other provisions will not be affected.

Unless otherwise agreed, no delay, act, or omission by a party in exercising any right or remedy will be deemed a waiver of that, or any other, right or remedy.

This agreement will be governed by and interpreted according to the law of England and Wales. All disputes arising under the agreement will be subject to the exclusive jurisdiction of the English and Welsh courts.

Changes to this policy

Scope Carbon Tracking Solutions reserves the right to change this privacy policy as necessary or as required by law. Any changes will be immediately posted on the platform and you are deemed to have accepted the terms of the privacy policy on your first use of the platform following the alterations.

This privacy policy was last updated on **21 October 2025**.

Contact us

If you have any questions about this privacy policy or how we handle your data, please get in touch.

Scope Carbon Tracking Solutions Limited

First Floor Suite, 4 Canon Harnett Court, Warren Park, Wolverton Mill, Milton Keynes, MK12 5NW

Email: help@scope-carbon-tracking.co.uk