

Essential Sourcing

Privacy Policy

Ramsden Purchasing Ltd, trading as Essential Sourcing

Last updated: March 2026

1. Who We Are

Essential Sourcing is a trading name of Ramsden Purchasing Ltd, a procurement consultancy providing strategic sourcing, supply chain, and commercial advisory services to businesses across the UK and internationally.

Ramsden Purchasing Ltd is registered in England and Wales. For any data-related enquiries, contact us at: hello@essentialsourcing.co.uk

Essential Sourcing is also a joint venture partner in the Pro Club, a peer-led membership community for commercial growth. Data relating specifically to Pro Club activities is covered by a separate Pro Club Privacy Policy, available at www.theproclub.co.uk.

2. What This Policy Covers

This policy explains how Essential Sourcing collects, uses, stores, and protects personal data in the course of its consultancy and commercial activities. This includes data relating to:

- Clients and client representatives engaged on sourcing or commercial projects
 - Prospective clients and contacts developed through business development activity
 - Suppliers, sub-contractors, and third parties involved in sourcing projects
 - Individuals connected with through LinkedIn and other professional platforms
 - Contacts arising through the Pro Club joint venture
 - Any individuals whose details are shared as part of project delivery
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3. What Personal Data We Collect

We collect only the personal data necessary to deliver our services and manage our business relationships. This includes:

3.1 Client and Project Contacts

- Full name and job title
- Company name, business sector, and registered address
- Contact details: email address, telephone number
- Details of commercial challenges, requirements, and project briefs shared with us
- Notes and records from consultancy engagements
- Financial information necessary to raise and process invoices

3.2 Supplier and Sub-contractor Contacts

- Full name and job title
- Company name and contact details
- Capability, capacity, and performance information shared during sourcing processes

- Financial and contractual information necessary for engagement
- Where relevant to the project scope: geographic location, certifications, and compliance records

3.3 Business Development Contacts

- Names and contact details of prospective clients and referrals
- Notes from business development conversations and meetings
- Information shared voluntarily in the course of Pro Club membership or events

3.4 LinkedIn and Digital Engagement

- Public profile information reviewed as part of contact identification and outreach
- Connection history where we have connected via LinkedIn
- Content interactions reviewed manually as part of relationship management

We do not use automated scraping tools or third-party data providers to harvest LinkedIn data.

3.5 Website and Communications

- Names and email addresses submitted via website contact or enquiry forms
- Preferences for receiving communications from Essential Sourcing
- Standard website analytics data (see Cookies section below)

4. Lawful Basis for Processing

We process personal data on the following lawful bases under UK GDPR:

- Contractual necessity – where we hold or are negotiating a consultancy engagement with you or your organisation
- Legitimate interests – managing client and supplier relationships, business development activity, and participation in the Pro Club joint venture
- Consent – where we send marketing communications or publish case study content referencing individuals
- Legal obligation – where we are required by law to retain financial or contractual records

5. How We Use Your Data

We use personal data to:

- Deliver procurement consultancy and commercial advisory services to clients
- Manage sourcing projects, including identifying, engaging, and evaluating suppliers
- Communicate with clients, suppliers, and collaborators throughout project delivery
- Develop and maintain business relationships with prospective clients and referral contacts
- Raise invoices, process payments, and maintain financial records
- Share relevant contacts and introductions through the Pro Club joint venture where mutually consented
- Improve our services through project review and performance analysis

We will not use your data to send unsolicited commercial marketing from third parties. We will not sell your data.

6. International Data Transfers

Essential Sourcing works with clients and suppliers globally. The nature of strategic sourcing means that personal data – particularly supplier contact details and project information – may be shared with, or transferred to, organisations and individuals outside the United Kingdom.

Where such transfers occur, we take steps to ensure appropriate safeguards are in place, in accordance with UK GDPR requirements. These may include:

- Transferring data only to countries recognised by the UK government as providing an adequate level of data protection
- Using standard contractual clauses approved for international data transfers
- Assessing the data protection practices of third parties involved in international project delivery

Where a project requires sharing personal data internationally, we will inform relevant individuals and, where required, seek appropriate consent. We will not transfer personal data internationally beyond what is necessary for legitimate project delivery.

7. How We Store Your Data

Client, supplier, and contact data is held in our CRM system, which is hosted securely and operated by verified, GDPR-compliant third-party providers. Access is restricted to authorised Essential Sourcing personnel only.

Project documentation, contracts, and financial records are stored in secure digital systems. Where physical documents are held, these are stored securely and disposed of appropriately when no longer required.

All data is stored within systems that comply with UK GDPR requirements. Where data is held outside the UK, appropriate transfer mechanisms are in place as described in Section 6.

8. How Long We Keep Your Data

- Active client data: retained for the duration of the engagement and for six years following project completion, in accordance with contractual and HMRC requirements
- Supplier and sub-contractor data: retained for the duration of engagement and for six years following the last transaction
- Business development and prospective client data: retained for up to two years from the date of last contact
- Website contact form data: retained for up to two years from submission
- Financial records: retained for six years in accordance with HMRC requirements

You may request deletion of your data at any time, subject to any legal obligations we hold to retain it.

9. Who We Share Data With

We share personal data only where necessary for project delivery or business operations, and with appropriate protections in place. This may include:

- Clients – supplier information shared as part of sourcing project outputs, with supplier awareness
- Suppliers and sub-contractors – client context shared as necessary for project delivery
- Scale-Ability Ltd – our Pro Club joint venture partner, for programme delivery purposes
- Professional advisers – where legal, financial, or contractual matters require it
- IT and CRM providers – as data processors, bound by GDPR-compliant agreements
- Regulatory authorities – where legally required

We will not share personal data with third parties for their own commercial purposes without your explicit consent.

10. LinkedIn and Social Media

Essential Sourcing uses LinkedIn to promote our services, share procurement insights, and connect with clients, suppliers, and prospective contacts. When you interact with our LinkedIn presence or connect with us personally, we may note that engagement in our CRM as part of our relationship management.

We review LinkedIn engagement manually. We do not use automated tools to extract or store LinkedIn profile data without your knowledge.

If you are referenced in Essential Sourcing published content – for example in a case study or testimonial – we will seek your consent before publishing.

11. Cookies

The Essential Sourcing website uses cookies to understand how visitors use the site and to improve the user experience. We use performance cookies for web analytics and error management only. We do not use cookies for advertising or tracking across third-party sites.

By continuing to use the Essential Sourcing website (www.essential-sourcing.co.uk), you accept the use of performance cookies. You can adjust your cookie settings through your browser at any time, though this may affect your experience of the site.

For more information on managing cookies, visit: www.allaboutcookies.org

12. Your Rights

Under UK GDPR, you have the right to:

- Access the personal data we hold about you
- Request correction of inaccurate or incomplete data
- Request deletion of your data, where there is no legal basis to retain it
- Object to processing based on legitimate interests
- Request restriction of processing in certain circumstances
- Withdraw consent at any time where processing is consent-based
- Request that data provided by you is returned in a portable format

To exercise any of these rights, contact us at: hello@essentialsourcing.co.uk

We will respond within a reasonable timeframe and in any event within one calendar month.

If you are not satisfied with how we handle your data, you have the right to complain to the Information Commissioner's Office (ICO):

Website: www.ico.org.uk | Helpline: 0303 123 1113

13. Opting In and Out of Communications

You can opt out of Essential Sourcing communications at any time by:

- Clicking the unsubscribe link in any email we send you
- Emailing us at hello@essentialsourcing.co.uk with your request

Opting out of marketing communications does not affect our ability to contact you in relation to an active consultancy engagement or legal obligation.

14. Changes to This Policy

We may update this policy from time to time as our business develops. The current version will always be published on the Essential Sourcing website at www.essential-sourcing.co.uk. Where changes are material, we will notify active clients directly.

15. Contact Us

For any questions about this policy or how your data is handled:

Email: hello@essentialsourcing.co.uk

Post: Ramsden Purchasing Ltd t/as Essential Sourcing, [registered address]
