

## **Privacy and Security Policy**

SOS-HR Limited are committed to safeguarding the privacy of our website visitors; this policy sets out how we will treat your personal information.

### **(1) What information do we collect?**

We may collect, store and use the following kinds of personal data:

- (a) information relating to any transactions carried out between you and us on or in relation to this website, including information relating to any purchases you make of our goods or services.
- (b) information that you provide to us for the purpose of registering with us (including name, company name, address, contact numbers, email address and website)
- (c) information that you provide to us for the purpose of subscribing to our website services, email notifications and/or newsletters (including name, company name, address, contact numbers, email address and website)
- (d) any other information that you choose to send to us

### **(2) Using your personal data**

Personal data submitted on this website will be used for the purposes specified in this privacy policy or in relevant parts of the website.

We may use your personal information to:

- (a) administer the website;
- (b) improve your browsing experience by personalising the website;
- (c) enable your use of the services available on the website;
- (d) send to you goods purchased via the website, and supply to you services purchased via the website;
- (e) send statements and invoices to you, and collect payments from you;
- (f) send you general (non-marketing) commercial communications which you have specifically agreed to receiving;
- (g) send you email notifications which you have specifically requested;
- (h) send to you our newsletter and other marketing communications relating to our business which you have specifically agreed to receiving, by email or similar technology (you can inform us at any time if you no longer require marketing communications)
- (i) deal with enquiries and complaints made by or about you relating to the website

#### **(4) Disclosures**

With your express consent, we may be required to disclose information about you to any of our employees, officers, agents, suppliers or subcontractors insofar as reasonably necessary for the purposes as set out in this privacy policy.

In addition, we may disclose information about you:

- (a) to the extent that we are required to do so by law;
- (b) in connection with any legal proceedings or prospective legal proceedings;
- (c) in order to establish, exercise or defend our legal rights (including providing information to others for the purposes of fraud prevention and reducing credit risk)

Except as provided in this privacy policy, we will not provide your information to third parties.

#### **(6) Security of your personal data**

We will take reasonable technical and organisational precautions to prevent the loss, misuse or alteration of your personal information.

We will store all the personal information you provide on our secure (password and firewall protected) servers.

Of course, data transmission over the internet is inherently insecure, and we cannot guarantee the security of data sent over the internet.

You are responsible for keeping your password and user details confidential. We will not ask you for your password.

#### **(7) Policy amendments**

We may update this privacy policy from time-to-time by posting a new version on our website. You should check this page occasionally to ensure you are happy with any changes.

We may also notify you of changes to our privacy policy by email.

#### **(8) Your rights**

You may instruct us to provide you with any personal information we hold about you and this will be provided free of charge, without undue delay, or within 1 month at the latest. However, we reserve the right to apply a reasonable administration fee if the request is manifestly unfounded or excessive. If any of our information is incorrect, you have the right to request correction of these inaccuracies.

You may instruct us not to process your personal data for marketing purposes by email at any time and we will only process your personal data if you have expressly agreed in advance the use of your data for marketing purposes.

You will be provided with the opportunity to opt-out of the use of your personal data for marketing purposes at any time.

#### **(9) Third party websites**

The website contains links to other websites. We are not responsible for the privacy policies or practices of third party websites.

#### **(10) Updating information**

Please let us know if the personal information which we hold about you needs to be corrected or updated.

## **(11) Contact**

If you have any questions about this privacy policy or our treatment of your personal data, please write to us by email to [info@sos-hr.co.uk](mailto:info@sos-hr.co.uk) or by post to SOS-HR, Epsilon House, West Road, Ransomes Europark, Ipswich, Suffolk, IP3 9FJ.

## **(12) Data controller**

The data controller responsible for our website is Shirley de Mouilped, SOS-HR Limited.

Our data protection registration number with the Information Commissioners Office (ICO) is PZ9799720



This website privacy policy is based on a template created by [Template-contracts.co.uk](https://www.template-contracts.co.uk) and distributed by [Website-law.co.uk](https://www.website-law.co.uk)