
QIC SYSTEMS LTD

GDPR & PRIVACY POLICY

BACKGROUND:

QIC Systems understands that your privacy is important to you and that you care about how your personal data is used. We respect and value the privacy of everyone who shares data with Qic and will only collect and use personal data in ways that are described here, and in a way that is consistent with our obligations and your rights under the law.

Please read this GDPR & Privacy Policy carefully and ensure that you understand it. Your acceptance of this Privacy Policy is deemed to occur by transacting with Qic Systems Ltd. If you do not accept and agree with this GDPR & Privacy Policy, you must notify Qic in writing immediately.

1. Information About Us

QIC Systems Ltd is a limited company registered in England under company number 03787376.

2. What Does This Policy Cover?

This GDPR & Privacy Policy applies to handling of data by Qic in order to provide business services to our clients, prospects and suppliers.

3. What is Personal Data?

Personal data is defined by the General Data Protection Regulation (EU Regulation 2016/679) (the "GDPR") as 'any information relating to an identifiable person who can be directly or indirectly identified in particular by reference to an identifier'.

Personal data is, in simpler terms, any information about you that enables you to be identified. Personal data covers obvious information such as your name and contact details, but it also covers less obvious information such as identification numbers, electronic location data, and other online identifiers.

4. What Are My Rights?

Under the GDPR, you have the following rights, which we will always work to uphold:

- a) The right to be informed about our collection and use of your personal data. This Privacy Policy should tell you everything you need to know, but you can always contact us to find out more or to ask any questions using the details in Part 16.
- b) The right to access the personal data we hold about you. Part 14 will tell you how to do this.
- c) The right to have your personal data rectified if any of your personal data held by us is inaccurate or incomplete. Please contact us using the details in Part 16 to find out more.

- d) The right to be forgotten, i.e. the right to ask us to delete or otherwise dispose of any of your personal data that we have. Please contact us using the details in Part 16 to find out more.
- e) The right to restrict (i.e. prevent) the processing of your personal data.
- f) The right to object to us using your personal data for a particular purpose or purposes.
- g) The right to data portability. This means that, if you have provided personal data to us directly, we are using it with your consent or for the performance of a contract, and that data is processed using automated means, you can ask us for a copy of that personal data to re-use with another service or business in many cases.
- h) Rights relating to automated decision-making and profiling. We do not use your personal data in this way.

For more information about our use of your personal data or exercising your rights as outlined above, please contact us using the details provided in Part 16.

Further information about your rights can also be obtained from the Information Commissioner's Office or your local Citizens Advice Bureau.

If you have any cause for complaint about our use of your personal data, you have the right to lodge a complaint with the Information Commissioner's Office.

5. What Data Do We Collect?

Depending upon your relationship with QiC, we may collect some or all of the following personal data (please also see our Cookie Policy at www.qicsystems.com):

- Name;
- Address;
- Email address;
- Telephone number;
- Business name;
- Job title;
- Information about your preferences;
- IP address;
- Web browser type and version;
- Operating system;
- A list of URLs starting with a referring site, your activity on Our Web Site, and the site you exit to.
- Your Organisation Accounts details

6. What Data Do We Process?

Depending upon your relationship with QiC, we may process some or all of the following personal data

- Name;
- Address;
- Email address;
- Telephone number;
- Business name;
- Job title;

- Email transaction data (for SPAM protection and backup)
- Files containing data specific to your organisation
- Device information (for remote management and monitoring)

7. How Do You Use My Personal Data?

Under the GDPR, we must always have a lawful basis for using personal data. This may be because the data is necessary for our performance of a contract with you, because you have consented to our use of your personal data, or because it is in our legitimate business interests to use it. Your personal data may be used for one of the following purposes:

- Providing and managing your Account;
- Providing and managing your access to Our Web Site;
- Supplying our products and services to you. Your personal details are required for us to enter into a contract with you.
- Personalising and tailoring our products and services for you.
- Communicating with you. This may include responding to emails or calls from you.
- Supplying you with information by email that you have opted-in to (you may unsubscribe or opt-out at any time by emailing sales@qicsystems.com with 'OPT OUT' in the subject header).
- Analysing your use of Our Web Site to enable us to continually improve Our Site and your user experience.

With your permission and/or where permitted by law, we may also use your personal data for marketing purposes, which may include contacting you by email, telephone, text message and post with information, news, and offers on our products and services. You will not be sent any unlawful marketing or spam. We will always work to fully protect your rights and comply with our obligations under the GDPR and the Privacy and Electronic Communications (EC Directive) Regulations 2003, and you will always have the opportunity to opt-out.

Third Parties whose content appears on Our Web Site may use third-party Cookies, as detailed below in Part 16. Please refer to Part 15 for more information on controlling cookies. Please note that we do not control the activities of such third parties, nor the data that they collect and use themselves, and we advise you to check the privacy policies of any such third parties.

8. How Long Will You Keep My Personal Data?

We will not keep your personal data for any longer than is reasonably necessary in light of the reason(s) for which it was first collected.

9. How and Where Do You Store or Transfer My Personal Data?

We will only store or transfer your personal data within the European Economic Area (the "EEA") with the exception of data held at third-party companies listed in PART 17 (third-party companies may store data outside of the EEA). QiC can usually ensure data is only held in the EEA with these third-party companies if requested. Please contact us for more details if required.

The EEA consists of all EU member states, plus Norway, Iceland, and Liechtenstein. This means that your personal data will be fully protected under the GDPR or to equivalent standards by law.

10. How do we protect your data?

All data that we hold for you is protected by business standard security protocols. These can include firewall devices, encryption, virus and malware/ransomware protection.

All data that is stored with third parties are protected with business grade security protocols, details of which can be requested. Please contact us using the details in Part 16 to find out more.

11. Do You Share My Personal Data?

We may sometimes contract with approved GDPR-compliant third parties to supply certain products and services. These may include payment processing, delivery, and marketing. In some cases, those third parties may require access to some or all of your personal data that we hold.

If any of your personal data is required by a third party, as described above, we will take steps to ensure that your personal data is handled safely, securely, and in accordance with your rights, our obligations, and the third party's obligations under the law, as described above in Part 9.

If any personal data is transferred outside of the EEA, we will take suitable steps in order to ensure that your personal data is treated just as safely and securely as it would be within the UK and under the GDPR, as explained above in Part 9.

In some limited circumstances, we may be legally required to share certain personal data, which might include yours, when involved in legal proceedings or complying with legal obligations, a court order, or the instructions of a government authority.

12. How Can I Control My Personal Data?

12.1 In addition to your rights under the GDPR, set out in Part 4, when you submit personal data, you may be given options to restrict our use of your personal data. In particular, we aim to give you strong controls on our use of your data for direct marketing purposes (including the ability to opt-out of receiving emails from us which you may do by unsubscribing using the links provided in our emails).

12.2 You may also wish to sign up to one or more of the preference services operating in the UK: The Telephone Preference Service ("the TPS"), the Corporate Telephone Preference Service ("the CTPS"), and the Mailing Preference Service ("the MPS"). These may help to prevent you receiving unsolicited marketing. Please note, however, that these services will not prevent you from receiving marketing communications that you have consented to receiving.

13. Can I Withhold Information?

You may access certain areas of our Web Site without providing any personal data at all. However, to use all features and functions available on our Site you may be required to submit or allow for the collection of certain data. QiC also may require certain data in order to perform certain contracts for you.

13.1 You may restrict our use of Cookies. For more information, see Part 12 and our Cookie Policy at www.qicsystems.com

14. How Can I Access My Personal Data?

If you want to know what personal data we have about you, you can ask us for details of that personal data and for a copy of it (where any such personal data is held). This is known as a “subject access request”.

All subject access requests should be made in writing and sent to the email or postal addresses shown in Part 16.

There is not normally any charge for a subject access request. If your request is ‘manifestly unfounded or excessive’ (for example, if you make repetitive requests) a fee may be charged to cover our administrative costs in responding.

We will respond to your subject access request within one month of receiving it. Normally, we aim to provide a complete response, including a copy of your personal data within that time. In some cases, however, particularly if your request is more complex, more time may be required up to a maximum of three months from the date we receive your request. You will be kept fully informed of our progress.

15. How Do You Use Cookies?

Our Site may place and access certain first-party Cookies on your computer or device. First-party Cookies are those placed directly by us and are used only by us. We use Cookies to facilitate and improve your experience of Our Site and to provide and improve our products and services. We have carefully chosen these Cookies and have taken steps to ensure that your privacy and personal data is protected and respected at all times.

By using Our Site, you may also receive certain third-party Cookies on your computer or device. Third-party Cookies are those placed by websites, services, and/or parties other than us.

All Cookies used by and on Our Site are used in accordance with current Cookie Law.

Before Cookies are placed on your computer or device, you will be shown a pop-up requesting your consent to set those Cookies. By giving your consent to the placing of Cookies you are enabling us to provide the best possible experience and service to you. You may, if you wish, deny consent to the placing of Cookies; however certain features of Our Site may not function fully or as intended.

Our Site uses analytics services provided by Google. Website analytics refers to a set of tools used to collect and analyse anonymous usage information, enabling us to better understand how Our Site is used. This, in turn, enables us to improve Our Site and the products and services offered through it.

The analytics service used by Our Site uses Cookies to gather the required information. You do not have to allow us to use these Cookies, however whilst our use of them does not pose any risk to your privacy or your safe use of Our Site, it does enable us to continually improve Our Site, making it a better and more useful experience for you.

In addition to the controls that we provide, you can choose to enable or disable Cookies in your internet browser. Most internet browsers also enable you to choose whether you wish to disable all Cookies or only third-party Cookies. By default, most internet browsers accept Cookies, but this can be changed. For further details, please consult the help menu in your internet browser or the documentation that came with your device.

You can choose to delete Cookies on your computer or device at any time, however you may lose any information that enables you to access Our Site more quickly and efficiently including, but not limited to, login and personalisation settings.

It is recommended that you keep your internet browser and operating system up-to-date and that you consult the help and guidance provided by the developer of your internet browser and manufacturer of your computer or device if you are unsure about adjusting your privacy settings.

16. How Do I Contact You?

To contact us about anything to do with your personal data and data protection, including to make a subject access request, please use the following details:

Email address: sales@qicsystems.com

Telephone number: 01962 711000

Postal Address: QIC Systems Ltd, Sullivan Court, Colden Common, SO21 1WP

17. Third Party Services

QIC use a number of third-party services to process and store data. Our main third-party services are listed below together with links to their GDPR/Privacy policies. Should you contract with QIC to use services not listed below, you can request more information by using the details in Part 16.

- Microsoft Office 365 ([more details](#))
- EveryCloud SPAM Protection & Email Archiving ([more details](#))
- Cloudberry ([more details](#)) / Amazon Web Services ([more details](#))
- Giacom ([more details](#))
- Acronis Cloud Backup ([more details](#))
- Atera RMM ([more details](#))
- Si-Portal ([more details](#))

18. Changes to this Privacy Policy

We may change this Privacy Notice from time to time. This may be necessary, for example, if the law changes, or if we change our business in a way that affects personal data protection.

Any changes will be immediately posted on Our Site and you will be deemed to have accepted the terms of the Privacy Policy on your first transaction with QIC following the alterations. We recommend that you check this page regularly to keep up-to-date.