

IDIS Privacy Statement

At I D Integrated Security Ltd (IDIS) we take care to protect the privacy of customers and users of this website ("site").

This Privacy Policy sets out the basis on which any personal data we collect from you, or that you provide to us, will be processed and is designed to explain about the personal information we collect from you, either directly or indirectly, and how we will use it.

We do not sell personal data to third parties.

Who we are

In this privacy policy, the terms "we", "our" and "us" are used to refer to I D Integrated Security Ltd (IDIS), 1 Sovereign Park, Cleveland Way, Hemel Hempstead, Hertfordshire, HP2 7DA, Company No. 6713907. IDIS is the data controller.

You can contact us regarding this Privacy Policy at administrator@idis.co.uk

Where we got your information

We collect and process the following information about you either from your use of our site, or your correspondence with us by phone or email:

Information you give us.

We collect and store the personal information that you submit through the site or by corresponding with us by phone, email or otherwise. This includes information that you provide when you register to use our site or subscribe to any of our services. The information you give us may include your name, postal address, email address, telephone number, details of any comments you provide to us, payment information and any documents you may upload containing your personal information.

We may also collect and process records of any correspondence and communications with us and telephone calls may also be recorded.

What we need and why we need it

We may use information we hold about you in the following ways:

Information you give us. We will use this information:

1. to carry out our obligations arising from any agreements entered into between you and us and to provide you with the information, products and services that you request from us;
2. to notify you about changes to any of our services;
3. to communicate with you to gain feedback on our products or services in order to improve them;
4. to ensure that content from our site is presented in the most effective manner for you and for your computer;
5. to respond to any queries, you may raise.
6. to administer any contest or other promotional feature that you may enter with us and to notify winners; and
7. to provide you with information about other goods and services we offer that are similar to those that you have already purchased or enquired about, as further detailed in the 'Marketing' section below.

Our legal basis for using your information

The legal grounds on which we rely to use your information are:

- **To allow us to perform our contract with you:** When you purchase services from us, a contract between you and us will have been entered into. In order for us to fulfil our obligations under such contract, we will need to collect and process your personal information, including payment information. Failure to provide the requisite personal information on sign-up and payment information on entering into the contract or objecting to this type of processing / exercising your deletion rights will mean that we cannot provide our services to you.
- **To allow us to exercise our legitimate interests as a data controller:** We rely on our legitimate interests as a data controller to process the personal information that you provide to us on feedback forms or through any contest or promotional feature that we may run, and to process personal information that we collect from you when you use our site. It is in our legitimate interests as a business to process the above information in to order administer our site, to ensure that content from our site is presented to you effectively and securely.

Marketing

We may use your personal information to contact you about other goods and services we offer that are similar to those that you have already purchased or enquired about. You will be given an option to opt-out of such marketing if you have previously subscribed to a service.

We may also use your personal information to contact you about other goods and services, provided you have given your consent.

You may withdraw your consent to the use of any of your personal information for marketing purposes, at any time by contacting us at **administrator@idis.co.uk** You will also be given the opportunity in each marketing communication to opt-out of future marketing communications.

How long we hold your data

will retain your personal information for as long as we deem it necessary to enable you to use the Systems and services we provide to you, to comply with applicable laws (including those regarding document retention), resolve disputes with any parties and otherwise as necessary to allow us to conduct our business.

All personal information we retain will be subject to this Statement and our internal retention guidelines. If you have a question about a specific retention period for certain types of personal information we process about you, please send an email to **administrator@idis.co.uk**

Storage of your information, international data transfers and security

The transmission of information via the Internet is not completely secure. Although we will do our best to protect your personal data, we cannot guarantee the security of your data transmitted to our site; any transmission is at your own risk. Once we have received your information, we will use strict procedures and security features to prevent unauthorised access.

Disclosure of Your Information

We won't share your information with third parties, save as follows:

- with our payment processors for the purposes of processing your payment;

- with third party analytics suppliers that work with us for the purposes of producing aggregate statistics about customers, sales, traffic patterns and related site information – we use this information for the purposes detailed above and the third-party suppliers use this information to inform their own analytics products and services; if you have opted-in to receive targeted marketing via Facebook, we will upload data onto Facebook for that purpose; with other members of our group for the purposes of marketing and only where you have provided your consent, as described above; and with our event and training suppliers to allow us to deliver training, information sharing and events that you have opted to take part in.

Automated decision-making

We do not use your personal data to undertake any automated decision-making.

Cookies

This website may use cookies to improve the user's experience while visiting the website. Where applicable this website uses a cookie control system allowing the user on their first visit to the website to allow or disallow the use of cookies on their computer / device. This complies with recent legislation requirements for websites to obtain explicit consent from users before leaving behind or reading files such as cookies on a user's computer / device.

Cookies are small files saved to the user's computer's browser or hard drive that track, save, and store information about the user's interactions and usage of the website. This allows the website, through its server to provide the users with a tailored experience within this website.

This website may use tracking software to monitor its visitors to better understand how they use it. This software is provided by Google Analytics which uses cookies to track visitor usage. The software will save a cookie to your computer's browser or hard drive to track and monitor your engagement and usage of the website, but will not store, save, or collect personal information. You can read Google's privacy policy here for further information [<http://www.google.com/privacy.html>].

Other cookies may be stored to your computer's hard drive by third parties when this website uses referral programs, sponsored links, or adverts. Such cookies are used for conversion and referral tracking and typically expire after 30 days, though some may take longer. No personal information is stored, saved, or collected. IDIS has no control over the inclusion or use of these external cookies.

How to control Cookie Settings

Most web browsers allow you to control cookies through their settings preferences. However, if you limit the ability of websites to set cookies, you may impair your overall user experience, as it will no longer be personalised to you. Some browsers offer a "Do Not Track" ("DNT") signal where you can indicate your preference regarding tracking and cross-site tracking. Although we do not currently employ technology that recognises DNT signals, we will only process your personal data in accordance with this Statement.

Your rights

You have certain rights in relation to your personal information that is processed by us. These rights are listed below. These rights are not absolute and apply subject to certain conditions, as set out in applicable data protection laws. Your rights may include:
the right to access personal data held by us about you;

- the right to require us to rectify any inaccurate personal data held by us about you;
- in certain circumstances, the right to require us to erase personal data held by us about you;
- in certain circumstances, the right to restrict our processing of personal data held by us about you;
- in certain circumstances, a right to receive personal data which you have provided to us in a structured, commonly used and machine-readable format. You may also have the right to require us to transfer this personal data to another organisation, at your request; the right to object to our processing of personal data held by us about you (including for the purposes of sending marketing materials to you); and the right to withdraw your consent, where we are relying on it to use your personal data (for example, to provide you with marketing information about our services and products).

Where we process your personal information based on legitimate interest you have the right to object at any time to that use of your personal information.

We rely on you to ensure that your personal information is complete, accurate and up to date. Please do inform us promptly of any changes to or inaccuracies in your personal information by contacting **administrator@idis.co.uk**

We will respond to your request within 30 days.

Changes to this policy

If we make changes to our privacy policy, we'll share details of these changes on this page. Please continue to check this page to ensure that you are always aware of any changes.

Concerns or complaints

You can contact us regarding this Privacy Policy using the details set out above. Should you wish to make a complaint, you may also contact the Information Commissioner's Office using the details set out on its website, which is currently: <https://ico.org.uk/global/contact-us/>