#### PRIVACY POLICY

iandi business solutions ltd is committed to protecting and respecting your privacy. This policy sets out the basis on which any personal data we collect from you, or that you provide to us, will be processed by us. Please read the following carefully to understand our views and practices regarding your personal data and how we will treat it. By visiting www.iandibusinesssolutions.co you are accepting and consenting to the practices described in this policy.

For the purpose of the Data Protection Act 1998 (the "Act") (and any successor legislation), the data controller is Ian Crocombe, director of iandi business solutions ltd. Please note our website is hosted by Wix.com and full details about their GDPR practices (including use of of cookies is available from Wix.com.

Information we collect from you

We will collect and process the following data about you:-

Information you give us

This is information about you that you give us by filling in forms on our site at www.iandibusinesssolutions.co (our site) or by corresponding with us by telephone, email or otherwise. It includes information you provide when you register to use our site, subscribe to our service, search for a service, participate in social media functions on our site and when you report a problem with our site. The information you give us may include your name, address, email address and telephone number, financial and credit card information, personal description and photograph.

Information we collect about you

With regard to each of your visits to our site we will automatically collect the following information:-

- Technical information, including the internet protocol ("IP") address used to connect your computer to the internet, browser type and version, time zones setting, browser plug in types and versions, operating system and platform.
- Information about your visit including the full uniform resource locators (URL), click stream to, through and from our site (including date and time), products and services you viewed or searched for, page response times, download errors, length of visits to certain pages, page interaction information (such as scrolling, clicks and mouse-overs), methods used to browse away from the page and any telephone number used to call us.
- Information we receive from other sources

This is information we receive about you if you use any of the other websites we operate or other services we provide. We are working closely with third parties (including, for example, business partners, sub-contractors in technical, payment and delivery services, advertising networks, analytics providers, search information providers, credit reference agencies). We will notify you when we receive information about you from them and the purposes for which we intend to use that information.

#### Cookies

Our website (hosted by <u>Wix.com</u>) uses cookies to distinguish you from other users of our website. This helps us to provide you with a good experience when you browse our website and also allows us to improve our site.

Uses made of the information

We use information held about you in the following ways:-

Information you give to us

We will use this information:-

- To carry out our obligations arising from any contracts entered into between you and us and to provide you with the information, products and services that you request from us;
- To provide you with information about other products and services we offer that are similar to those that you have already purchased or enquired about;
- To provide you, with information about products or services we feel may interest you. If you are an existing customer, we will only contact you by electronic means (email or SMS) with information about products and services similar to those which were the subject of a previous sale or negotiation of a sale to you. If you are a new customer, we will contact you by electronic means only if you have expressly consented to this. If you do want us to use this data in this way, please tick the relevant box situated on the form on which we collect your data on the website or on our formal client engagement letter as appropriate.
- To notify you about changes to our service;
- To ensure that content from our site is presented in the most effective manner for you and for your computer.
- Information we collect about you

We will use this information:-

- To administer our site and for internal operations, including troubleshooting, data analysis, testing, research, statistical and surveyor purposes;
- To improve our site to ensure that content is presented in the most effective manner for you and for your computer;
- To allow you to participate in interactive features of our service, when you choose to do so;
- As part of our efforts to keep our site safe and secure;
- To measure or understand the effectiveness of advertising we serve to you and others, and to deliver relevant advertising to you;
- Information we receive from other sources

We will combine this information with information you give to us and information we collect about you. We will use this information and the combined information for the purposes set out above (depending on the types of information we receive).

Disclosure of your information

You agree that we have the right to share your personal information with:-

- Selected third parties including:-
- o Business partners, suppliers and sub-contractors for the performance of any contracts we enter into with them or you;
- o Analytics and search engine providers that assist us in the improvement and optimisation of our site;
- o Credit reference agencies for the purposes of assessing your credit score where this is a condition of us entering into a contract with you.

We will disclose your personal information to third parties:-

• In the event that we sell or buy any business or assets, in which case we will disclose your personal data to the prospective seller or buyer of such business or assets;

- If iandi business solutions ltd or substantially all of its assets are acquired by the a third party, in which case personal data held by it about its customers will be one of the transferred assets.
- If we are under a duty to disclose or share your personal data in order to comply with any legal obligation, or in order to enforce or apply our terms of use and other agreements; or to protect to the rights, property, or safety of iandi business solutions ltd., our customers or others. This includes exchanging information with other companies and organisations of the purposes of fraud protection and credit risk reduction.

Where we store your personal data

The data that we collect from you will be transferred to, and stored at, a destination outside the European Economic Area. It will be processed by staff operating outside the EEA who work for us or for one of our suppliers. This includes staff engaged in, amongst other things, the fulfilment of your order, the processing of your payment details and the provision of support services. By submitting your personal data, you agree to this transfer, storing or processing. We will take all steps reasonably necessary to ensure your data is treated securely and in accordance with this Privacy Policy.

All information you provide to us is stored on our secured servers. Any payment transactions will be encrypted using SSL technology. Where we have given you (where you have chosen) a password which enables you to access certain parts of our site, you are responsible for keeping this password confidential. We ask you not to share a password with anyone. Unfortunately, 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 try and prevent unauthorised access.

## Your Rights

You have the right to ask us not to process your personal data for marketing purposes. We will usually inform you (before collecting your data) if we intend to use your data for such purposes or if we intend to disclose your information to any third party for such purposes. You can exercise your right to prevent such processing by checking certain boxes on the forms we use to collect your data. You can also exercise the right at any time by contacting us at iandibusinesssolutions@outlook.com

Our site may, from time to time, contain links to and from websites of our partner networks, advertisers and affiliates. If you follow a link to any of these websites, please note that these websites have their own privacy policies and that we do not accept any responsibility or liability for these policies. Please check these policies before you submit any personal data to these websites.

#### Access to Information

The Act gives you the right to access information held about you. Your right of access can be exercised in accordance with the Act.

# Changes to our Privacy Policy

Any changes we make to our Privacy Policy in the future will be posted on this page and, where appropriate, notified to you by email. Please check back frequently to see any updates or changes to our Privacy Policy.

### Contact

Questions, comments and requests regarding this Privacy Policy are welcomed and would be addressed to iandibusinesssolutions@outlook.com