

## Privacy Statement

Update: 15/05/2018

### Introduction

Complete ISO Systems takes your privacy seriously. We may change this statement from time to time by updating this page. You should check the latest privacy policy periodically to ensure that you are happy with any changes (<https://complete-iso.co.uk/privacystatement.pdf>).

### Collection of Data

We will only collect personal information from you which you have voluntarily provided by phone, at a meeting or have sent to us via email. You agree that we may obtain, hold and use the personal information you provide for the purposes of providing you with our services. We will only use your data for the purpose we originally collected it for.

This data includes but is not limited to, profile, enquiry, transaction, correspondence, and notification data. Personal data that we process for any purpose shall not be kept longer than is necessary for that purpose. If the company experiences a data breach of any kind, we will notify our customers within 72 hours after being aware of the breach.

You have the right to: access, rectification, erasure, restrict processing, object to processing, data portability, complain to a supervisory authority and withdraw consent of your data. To do this please email Complete ISO Systems [info@complete-iso.co.uk](mailto:info@complete-iso.co.uk) with full details of your request.

### How we keep your data safe

Complete ISO Systems ensures that your data is secure and protected. All company devices are protected with firewalls and anti-virus software and are secured with complex passwords. Your data is disposed of professionally whether electronic or physical. The website is loaded via the secure HTTPS protocol and your data is encrypted if transfer is necessary.

### Sharing your information

We do not share, sell, or distribute personal data to third parties unless strictly necessary for the purpose of the data. Your data will not be transferred outside of the UK or EU. We will share your data if under a duty to disclose or share your personal data to comply with any legal obligation.

### Contact

If you have any questions regarding Complete ISO Systems' use of your data, please contact us on [info@complete-iso.co.uk](mailto:info@complete-iso.co.uk). You have the right to lodge a complaint with the ICO. Please visit [www.ico.org.uk](http://www.ico.org.uk) for further details.

Unit 4 Elm Business Units, Chartwell Road, Lancing, West Sussex BN15 8FD

**Tel:** 01273 833919 **Email:** [info@complete-iso.co.uk](mailto:info@complete-iso.co.uk) **Website:** [www.complete-iso.co.uk](http://www.complete-iso.co.uk)

Registered Office: The Old Casino 28 Fourth Avenue Hove East Sussex BN3 2PJ Company No: 4454709 VAT Reg No: 825 9148 09

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Directors: N Brion BSc(Hons) Dip2.OSH CEng MIEE CMIOSH, L Brion BA FCIPD MCMI