

## DATA PRIVACY POLICY

This policy (together with our terms of use and any other documents referred to on it) 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.

Your privacy is important to us. This Privacy Policy explains our online information practices regarding collection, use, and disclosure of information that you may provide Qi directly via face-to-face, telephone or email contact, or via our company website.

### **Use of Personal Data**

The Personal Data provided by you will be used by Qi only for the purpose of responding to your query or request for information, or for informing you of our client consultancy and training service offerings, including upcoming training courses, relevant events, useful statistics hints and tips or new software packages available. Qi will never sell or pass your Personal Data onto other companies for marketing purposes or generating marketable client lists. Occasionally there may be a need to pass your data onto our Third Party business contacts and associates in order to solve administrative issues (e.g. IT firms, payment services, software support firms, accountants etc.). If we do this we will obtain your permission first.

If you have requested e-mail alerts from the website or consented to receiving our newsletter and update emails, your e-mail address will be retained for the purposes of sending you the requested alerts and for no other reasons. You will have the opportunity to un-subscribe from this service by contacting us by e-mail: [info@qistatistics.co.uk](mailto:info@qistatistics.co.uk) or by clicking on the unsubscribe link on each email.

We may also collect additional information directly from the website, such as log files. Log files record website usage and information such as time, date, IP address, HTTP status and bytes sent and received. We use this information to improve our website and monitor website activity. This is statistical information about your browsing actions and patterns and does not identify any individual.

### **Data Storage**

Unless you ask to remove it earlier, your data will be stored in our system according to our company GDPR policy statement which you can request by emailing us on [info@qistatistics.co.uk](mailto:info@qistatistics.co.uk)

You have the right, free of charge, to request to see the information we hold about you, and to modify or delete your data at any time by contacting us by e-mail: [info@qistatistics.co.uk](mailto:info@qistatistics.co.uk) or mail to our registered address: Qi Statistics Ltd, Overdene House, 49 Church Street, Theale, Berkshire RG7 5BX

Once we have received your request we will respond within 30 days. We do everything we can to keep the information we have about you accurate and up to date. If there are errors or inaccuracies in your data, we will erase or amend that information on request.

The data that we collect from you will normally be transferred and stored at a destination within the European Economic Area ("EEA"). Occasionally, it may be transferred to, and stored at, a destination outside the European Economic Area ("EEA"). Although we're based in the UK, we may use suppliers from other parts of the world to help ensure you receive the very best in products and services from us. To allow us to run our business on this basis, the information we collect may on occasion be transferred to, stored and used at premises in other countries including the United States of America. Naturally, we aim to ensure all our suppliers take information security as seriously as we do and we would only use recognised suppliers. Even so, information protection laws can vary from country to country. For instance, the law of the country in which you are resident or domiciled may offer a higher standard of protection than the laws in the UK and/or the other countries in which we store and use the information we collect. Any transfer of information we make to other countries could result in that information being available to their government and other authorities in those countries under their laws. We will only disclose your personal information to business partners, government bodies and law enforcement agencies, and suppliers we engage to process data on our behalf.

We will take all steps reasonably necessary to ensure that your data is treated securely and in accordance with this privacy policy.

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 to prevent unauthorised access.

Our site may, from time to time, contain links to and from the 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.

Please refer to the separate Cookie Policy for information about the use of cookies on the Qi Website.

### **About us**

For the purpose of the Data Protection Act 1998 (the Act) and GDPR Compliance, the data controller is the Director of Qi Statistics Limited.

Qi Statistics Ltd is a public limited company incorporated in England and Wales.

Company registration: 4203486

Registered Address: Overdene House, 49 Church Street, Theale, Berkshire RG7 5BX

Qi Statistics Ltd. is the data controller of the information you provide us with.

We are registered with the Information Commissioner's Office in the UK. Our registration number is **ZA332015**.

### **Where to go if you want more information about your privacy rights:**

The Information Commissioners Office (ICO) regulates data protection and privacy matters in the UK. They make a lot of information accessible to consumers on their website and they ensure that the registered details of all data controllers such as ourselves are available publicly. You can access them here [http://www.ico.gov.uk/for\\_the\\_public.aspx](http://www.ico.gov.uk/for_the_public.aspx).

You can make a complaint to the ICO at any time about the way we use your information. However, we hope that you would consider raising any issue or complaint you have with us first. Your satisfaction is extremely important to us, and we will always do our very best to solve any problems you may have.

### **As used in this Privacy Policy:**

"Personal Data" refers to your personal information such as but not limited to your name, postal address, e-mail address, telephone number, IP address, etc., that can be used to identify you;

"Third Parties" refers to third party companies who support Qi in its business activities, such as but not limited to for the maintenance of the Qi Website or other IT systems and/or the provision of other business support services, evaluation or technical support.

"Data controller" is a legal phrase used to describe the person or entity that controls the way information is used and processed.