

## Privacy Statement

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.

The General Data Protection Regulation (GDPR), effective on 25<sup>th</sup> May 2018, gives data subjects (living individuals in respect of whom personal data is processed) enhanced rights and protections in relation to their personal data. We are committed to safeguarding the privacy of the users of our services.

Therefore, we have updated our Privacy Policy, so we are completely clear as to what personal data we collect, why we collect that personal data and how we handle it.

Document Data Group is committed to protecting your privacy and developing technology that gives you the most powerful and safe online experience.

The purpose of this Privacy Policy is:

- To assure you that we recognise and fully respect the privacy and personal data of the visitors to this website; and
- To explain what personal information we collect from this website and how we ensure its best protection.

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 personal data and how we will treat it.

Use of this website by you constitutes acceptance by you of this privacy policy. If you do not wish to accept this privacy policy, please leave this website immediately.

## Data Protection

Document Data Group complies with the General Data Protection Regulations effective in the UK from 25<sup>th</sup> May 2018 and will comply with the anticipated Data protection Act 2018 when this comes into force. For the purpose of the act Document Data Group is the data controller and sole owner of the personal data collected from you.

Document Data Group does not sell, share or transfer this information except as set out in this Privacy Policy.

Document Data Group is committed to respecting your right to privacy and data security on the web and to responsibly handling the information you provide.

We shall undertake all commercially reasonable steps to prevent the unauthorised disclosure of your personally identifiable information to third parties, except as required by law. Document Data Group will never sell your information for marketing purposes to outside third parties and all personal data will stay within the EEC.

### **Information we may collect from you**

It is not necessary for you to register with us in order to access the website. However we may collect some information from interactive features such as contact and registration forms. The basic personal information about you which we may collect and process is as follows: -

- Your Name
- Your Company Name
- Your Email Address
- Your Telephone Number

We may also collect and process information provided by you at the time of posting material to the website, as well as details of your visit to the website (including, but not limited to traffic data, location data, weblogs, your company hardware and software and other communication data.) and the resources that you use. This information can include: your IP address, browser type, domain names, access times and referring web site addresses. This information is used by Document Data Group for the operation of the service, to maintain quality of the service and to provide general statistics regarding use of the Website.

### **Uses made of the information**

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

- To ensure that content from the website is presented in the most effective manner for you and for your computer
- To notify you about changes to our service.
- We may also use your data for the purposes of advertising, marketing and Public Relations so as to provide you with information about goods and services which may be of interest to you.

### **Storage and deletion of personal data**

- Any personal data that we process will be deleted from our systems once we have completed the purpose for which we were processing the personal data. In some cases, the purpose for which we are processing your personal data will last for a considerable period (for example if you are a long term client of ours; we will need to store your data until our relationship with you comes to an end.)

### **Changing the information we hold about you**

If you would like to change any information we hold about you that has been collected via use of this Website or want it to be removed from our database, you should contact us at [marketing@documentdatagroup.com](mailto:marketing@documentdatagroup.com).