

## **Privacy Policy – April 2020**

Cloudxs privacy policy explains how we use any personal information we collect about you when you use this website or via Facebook or similar. By submitting your information to Cloudxs you agree to the terms and conditions as detailed in this Privacy Policy document. Any visitor to the Site may review the contents and information of all areas.

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### **What information do we collect about you?**

Cloudxs collects data about individuals, company's (including sole traders and partnerships) usually within a business context. We only collect basic personal data about you. It does not include any special types of information. This can however include name, address, email, phone number, your date of birth, passport information etc. Information is collected about you when you request us to contact you or we proceed with an engagement. Certain information is required for legal and regulatory purposes such as anti-money laundering legislation.

Cloudxs treats all data which identifies an individual as Personal Data. Cloudxs acts as the 'Controller' of the personal data you provide to us; this means we control what happens to the data in our possession. We need to know your basic personal data to provide you with information associated with your queries and services. We will not collect any personal data from you we do not need and Website usage information is collected using cookies via our Internet Service provider.

### **Why do we need it?**

In order to (a) fulfil our contractual commitments to you and communicate with you and (b) maintain our own records to comply with our legal obligations and (c) protect our own legitimate interests.

## **How do you protect it?**

We have a Data Protection procedure in place to oversee the effective and secure processing of your personal data.

## **How will we use the information about you?**

We will from time to time take website usage information to assist us in the ongoing development of the Site. This will not include information that can be used to identify any individual. No information is disclosed to third parties whatsoever except with your permission and only in such circumstances as to progress any project(s).

No other 3rd parties have access to your personal data unless it is specifically required to meet the legitimate interests of the company as defined under Article 5 of the General Data Protection Regulation (GDPR) or required by any executive agency of the UK Government.

## **Where is the information stored?**

All the personal data we hold is processed by us using Cloud based systems and is not stored anywhere else and all submitted data is sent to us securely via email or other secure means.

## **Marketing**

If consent has been given, Cloudxs may also send marketing emails or contact you with details of other products or services we think may be of interest to you. Following consent for you to receive marketing emails, you have a right at any time to opt out from receiving our marketing emails. If you no longer wish to be contacted for marketing purposes please advise us in writing or via WhatsApp, Facebook Messenger or email.

## **Access to information and correction**

You have the right to request a copy of the information that we hold about you. If you would like a copy of your personal / corporate information held by us, please email. We want to make sure that your personal information is accurate and up to date. You may ask us to correct or remove information you think is inaccurate.

## **Cookies**

Cookies are text files recorded by your browser onto your computer for the websites you are visiting. They act as a memory, where sites can store information about your visit in order to use it when you open the next page. Every site can only set or read their own cookies, and only when your browser allows it. Usually, browsers are set by default to allow cookies. This information is used to track visitor use of the website and to compile statistical reports on website activity

You can set your browser not to accept cookies and the above websites tell you how to remove cookies from your browser.

## **Log Files**

When you visit our website, we do not currently collect statistics concerning your visit, so no data is held by us in log files. However, Log files would allow us to record visitors' use of the site in the future and we would use Google Analytics (or similar) to record visitors' use of the site and use this information to make changes to the layout of the website and to the information in it. Any Log files used in the future would not be used to identify any individual patterns of use of the site.

This statement only covers websites maintained by us and does not cover other web sites linked from our site.

## **Other websites**

Our website contains links to other websites. This privacy policy only applies to Cloudxs so when you link to other websites you should read their own privacy policies.

## **Changes to our privacy policy**

We keep our privacy policy under regular review, and we will place any updates on this web page. This privacy policy was last updated on 25<sup>th</sup> April 2020.

## **Your rights**

If at any point you believe the information, we process on you is incorrect you can request to see this information, and have it corrected or deleted. If you wish to raise a complaint on how we have handled your personal data, you can contact our Data Protection Officer, Geoffrey Lee, [gcl@Cloudxs.co.uk](mailto:gcl@Cloudxs.co.uk) and the matter will be investigated. If you are not satisfied with our response or believe we are processing your personal data not in accordance with the law, you can complain to the Information Commissioner's Office (ICO) [here](#).

## **How to contact us**

Please contact us if you have any questions about our privacy policy or information we hold about you:

by email: [gcl@cloudxs.co.uk](mailto:gcl@cloudxs.co.uk)