



### **Dynamic Access Solutions Ltd – Privacy Policy General May 2018**

The General Data Protection Regulation (GDPR) applies from 25 May 2018 across all European Union markets including the UK.

At Dynamic Access Solutions we are committed to maintaining the trust and confidence of customer, suppliers and employees. In particular we want you to know that Dynamic Access Solutions is not in the business of selling, renting or trading email addresses with other companies and businesses for marketing purposes.

This policy demonstrates how Dynamic Access Solutions Limited is compliant to GDPR and details how and why we collect your data, what we do with it, how we store it and how you can advise us to delete it if you wish for us to no longer have access to it.

This privacy policy applies between you, and Dynamic Access Solutions, the owner and provider of security installations, products and services. Dynamic Access Solutions takes the privacy of your information very seriously.

This privacy policy applies to our use of any and all Data provided by you and collected by us to enable us to provide you with contracts, services and products.

**Please read this privacy policy carefully.**

#### **Scope of Dynamic Access Solutions Policy:**

This privacy policy applies only to the actions of Dynamic Access Solutions and Users with respect to this Website. It does not extend to any websites that can be accessed from this Website including, but not limited to, any links we may provide to social media websites.

#### **What Data Do We Collect When You – Verbally and Electronically:**

In order for us to provide the best service and products to you we may collect the following personal data from you via telephone calls or email conversations, to fulfil mutual contractual necessity and compliance with legal obligations, which may include:

1. Your Name (and position if your enquiry is on behalf of a business)
2. Contact Information such as email addresses and telephone numbers
3. Demographic information such as address, site address, post code
4. Nature of your enquiry so we can decide how best to assist you

#### **How Do We Use Your Data?**

1. For purposes of GDPR Compliance 25 May 2018, Dynamic Access Solutions is known as the "data controller".
2. We will retain any Data for as long as is necessary to ensure we can access records at a later date to check and fulfil any warranty periods for you and for the requirement of HMRC to keep legal records of financial transactions between both parties.
3. Unless we are obliged or permitted by law to do so or are required to do so to fulfil our contractual obligation or order with you (delivery of goods to site addresses) and subject to any third-party disclosures specifically set out in this policy or to conform to our business registrations, your Data will not be disclosed to third parties without your consent.

4. All personal Data is stored securely in accordance with the principles of the General Data Protection Register May 2018. For more details on security see the clause below (Security of your data).
5. Any or all of the above Data may be required by us from time to time in order to provide you with the best possible service and experience when using our Website.

Specifically, data may be used by us for the following reasons:

1. Improvement of our products/services;
2. Transmission by email from Dynamic Access Solutions Ltd for promotional materials that may be of interest to you;
3. Contact for market research purposes which may be done using email, telephone, fax or mail.
4. Such information may be used to customise or update or improve our services; in each case, in accordance with this privacy policy.

#### **Changes of business ownership and control**

- Dynamic Access Solutions Ltd may, from time to time, expand or reduce our business and this may involve the sale and/or the transfer of control of all or part of Dynamic Access Solutions Ltd. Data provided by Users will, where it is relevant to any part of our business so transferred, be transferred along with that part and the new owner or newly controlling party will, under the terms of this privacy policy, be permitted to use the Data for the purposes for which it was originally supplied to us.
- We may also disclose Data to a prospective purchaser of our business or any part of it.
- In the above instances, we will always take steps of ensuring your privacy is protected.

#### **Accessing Your Own Personal Data and Your Rights as an individual**

1. You have the right to ask for a copy of any of your personal Data held by Dynamic Access Solutions Ltd.
2. Upon request, and within 30 days of your application, we will provide you with a copy of the personal data which we hold about you (in return for a small fee). Please address requests to: [datacomplianceofficer@eloqsecurity.com](mailto:datacomplianceofficer@eloqsecurity.com) and insert "Personal Data Access" as the subject heading, or alternatively write to us – The Data Compliance Officer, Dynamic Access Solutions Limited, 6 Whisby Way, Lincoln, LN6 3LQ.
3. If you do not receive a response to your enquiry - or if you feel your enquiry has not been satisfactorily addressed, you can contact ICO directly:

The Information Commissioner, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF

Tel: 01625 545700

Fax: 01625 524510

Website: [www.dataprotection.gov.uk](http://www.dataprotection.gov.uk)

Email: [mail@dataprotection.gov.uk](mailto:mail@dataprotection.gov.uk)

### **Security of Your Data:**

1. Data security is of great importance to Dynamic Access Solutions Ltd and to protect your Data we have put in place suitable physical, electronic and administrative procedures to safeguard and secure Data given to us in order to fulfil our legal obligations.
2. We always endeavour to do our absolute best to protect your personal data however transmission of information over the internet is not always secure and is done at your own risk. We cannot ensure the security of your Data transmitted to our Website.

### **Cookies (Website):**

1. This Website may place and access certain Cookies on your computer. Dynamic Access Solutions Ltd uses Cookies to improve your experience of using the Website and to improve our range of products and services. Dynamic Access Solutions Ltd has carefully chosen these Cookies and has taken steps to ensure that your privacy is protected and respected at all times.
2. All Cookies used by this Website are used in accordance with current UK and EU Cookie Law.
3. Before the Website places Cookies on your computer, you will be presented with a pop-up requesting your consent to set those Cookies. By giving your consent to the placing of Cookies, you are enabling Dynamic Access Solutions Ltd to provide a better experience and service to you. You may, if you wish, deny consent to the placing of Cookies; however certain features of the Website may not function fully or as intended.

This Website may place the following Cookies:

### **Type of Cookie Purpose:**

1. Analytical/performance cookies They allow us to recognise and count the number of visitors and to see how visitors move around our website when they are using it. This helps us to improve the way our website works, for example, by ensuring that users are finding what they are looking for easily.
2. You can choose to enable or disable Cookies in your internet browser. By default, most internet browsers accept Cookies but this can be changed. For further details, please consult the help menu in your internet browser.
3. You can choose to delete Cookies at any time; however you may lose any information that enables you to access the Website more quickly and efficiently including, but not limited to, personalisation settings.
4. It is recommended that you ensure that your internet browser is up-to-date and that you consult the help and guidance provided by the developer of your internet browser if you are unsure about adjusting your privacy settings.

**General:**

1. You may not transfer any of your rights under this privacy policy to any other person. We may transfer our rights under this privacy policy where we reasonably believe your rights will not be affected.
2. If any court or competent authority finds that any provision of this privacy policy (or part of any provision) is invalid, illegal or unenforceable, that provision or part-provision will, to the extent required, be deemed to be deleted, and the validity and enforceability of the other provisions of this privacy policy will not be affected.
3. Unless otherwise agreed, no delay, act or omission by a party in exercising any right or remedy will be deemed a waiver of that, or any other, right or remedy.
4. This privacy policy is governed by and interpreted according to English law. All disputes arising under this privacy policy are subject to the exclusive jurisdiction of the English courts.

**Changes to this privacy policy:**

Dynamic Access Solutions Ltd reserves the right to change this privacy policy as we may deem necessary from time to time or as may be required by law. Any changes will be immediately posted on the Website and you are deemed to have accepted the terms of the privacy policy on your first use of the Website following the alterations.

**Definitions and interpretation:**

In this privacy policy, the following definitions are used:

Data collectively all information that you submit to Dynamic Access Solutions Ltd via the Website. This definition incorporates, where applicable, the definitions provided in the Data Protection Act 1998;

Cookies a small text file placed on your computer by this Website when you visit certain parts of the Website and/or when you use certain features of the Website. Details of the cookies used by this Website are set out in the clause below (Cookies);

**Dynamic Access Solutions Ltd**

We or us, Dynamic Access Solutions Ltd, a company incorporated in England and Wales with registered number: 08733408 whose registered office is at Unit 6, Whisby Way, Lincolnshire, LN6 3LQ;

UK and EU Cookie Law the Privacy and Electronic Communications (EC Directive) Regulations 2003 as amended by the Privacy and Electronic Communications (EC Directive) (Amendment) Regulations 2011;

User or you any third party that accesses the Website and is not either (i) employed by Dynamic Access Solutions and acting in the course of their employment or (ii) engaged as a consultant or otherwise providing services to Dynamic Access Solutions and accessing the Website in connection with the provision of such services; and



Website the website that you are currently using, <http://eloqsecurity.com/>, and any sub- domains of this site unless expressly excluded by their own terms and conditions.

In this privacy policy, unless the context requires a different interpretation:

1. the singular includes the plural and vice versa;
2. references to sub-clauses, clauses, schedules or appendices are to sub-clauses, clauses, schedules or appendices of this privacy policy;
3. a reference to a person includes firms, companies, government entities, trusts and partnerships;
4. "including" is understood to mean "including without limitation";
5. reference to any statutory provision includes any modification or amendment of it;
6. the headings and sub-headings do not form part of this privacy policy.

Policy Revised: May 2018

Jason Healy

Managing Director

Data Compliance Officer