

## Document Genetics Privacy Policy

(Note: Document Genetics is a division of Extra Resource Ltd, UK Company No. 03715580)

### Scope

This Privacy Policy generally relates to Business to Business transactions & interactions and is effective with respect to any data that we have collected, or collect, about and/or from you when; a) using our website or b) enquiring about our products & services or c) using products & services provided by us.

### Consent

Use of this website by you constitutes acceptance by you of our Cookies and Privacy Policy. If you do not wish to accept our Cookies and Privacy Policy, please leave this website immediately. By using our website or products & services provided by us, you also consent to the collection and use of your personal information in the manner set out below.

### What information do we collect?

We may collect, store and use the following kinds of personal information:

- name, email address and telephone number;
- information about your computer and about your visits to and use of this website (including your IP address, geographical location, browser type and version, operating system, referral source, length of visit, page views, website navigation;
- information that you provide to us for the purpose of subscribing to our website services, email notifications and/or newsletters;
- any other information that you choose to send to us.

### Using your personal information

Personal information submitted to us will be used for the purposes specified in this privacy policy or in relevant parts of the website.

We may use your personal information to:

- administer your account (including credit checks) where you have opened an account with us;
- register you and provide you access to the website or products & services requested by you;
- respond to inquiries or requests that you direct to us;
- fulfil your requests for products or services;
- send communications and administrative emails about the website or our products & services;
- personalise and better tailor the features, performance and support of the website and our services for your use; analyse, benchmark and conduct research on user data and user interactions with the website and our services;
- administer the website;
- send you email notifications;
- send to you our newsletter and other marketing communications relating to our business by email or similar technology (you can inform us at any time if you no longer require marketing communications);
- deal with enquiries and complaints made by or about you;
- other purposes related to any of the above.

Where you submit personal information for publication on our website, we will publish and otherwise use that information in accordance with the licence you grant to us.

We will not without your express consent provide your personal information to any third parties for the purpose of direct marketing.

### Disclosures

We may disclose information about you to [any of our employees, officers, agents, suppliers or subcontractors] insofar as reasonably necessary for the purposes as set out in this privacy policy.



In addition, we may disclose your personal information:

- to the extent that we are required to do so by law;
- in connection with any legal proceedings or prospective legal proceedings;
- in order to establish, exercise or defend our legal rights (including providing information to others for the purposes of fraud prevention and reducing credit risk);
- to the purchaser (or prospective purchaser) of any business or asset that we are (or are contemplating) selling;
- to any person who we reasonably believe may apply to a court or other competent authority for disclosure of that personal information where, in our reasonable opinion, such court or authority would be reasonably likely to order disclosure of that personal information.

Except as provided in this privacy policy, we will not provide your information to third parties nor shall we transfer personal data outside of the UK without your express permission.

## Security of your personal information

We will take reasonable technical and organisational precautions to prevent the loss, misuse or alteration of your personal information. We may store your personal data on encrypted laptops, PC's & portable storage devices, or secure password & firewall protected servers. Of course, data transmission over the internet is inherently insecure, and we cannot guarantee the security of data sent over the internet.

Personal data will only be retained for as long as is necessary to fulfil the original or directly related purpose for which it was collected, unless the personal data is also retained to satisfy any applicable statutory or contractual obligations.

## Policy amendments

We may update this privacy policy from time-to-time by posting a new version on our website. You should check this page occasionally to ensure you are happy with any changes.

## Your rights

You may instruct us to provide you with any personal information we hold about you. Provision of such information will be subject to the supply of appropriate evidence of your identity (for this purpose, we will usually accept a photocopy of your passport certified by a solicitor or bank plus an original copy of a utility bill showing your current address). We may withhold such personal information to the extent permitted by law.

You may instruct us not to process your personal information for marketing purposes by sending an email to us. In practice, you will usually either expressly agree in advance to our use of your personal information for marketing purposes, or we will provide you with an opportunity to opt-out of the use of your personal information for marketing purposes.

## Third party websites

Our website contains links to other websites. We are not responsible for the privacy policies or practices of third party websites.

## Updating information

Please let us know if the personal information which we hold about you needs to be corrected or updated.

## Contact, Data Protection & GDPR

Document Genetics are fully committed to adhering to the General Data Protection Regulation (GDPR), If you have any queries regarding our approach to this legislation, or have questions about this privacy policy or our treatment of your personal information, or you would like to request a copy of the data we hold about you or your business, then please contact us (F.A.O. 'The Data Controller') on [info@document-genetics.co.uk](mailto:info@document-genetics.co.uk) or at Document Genetics, Hall Farm, Sywell Aerodrome, Sywell, Northants, NN6 0BN.

Our data protection registration number is: Z8972300.

<https://www.document-genetics.co.uk/GDPR-Compliance-Policy>

