

# PRIVACY POLICY

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## APPROVED BY:

Approver	Role	Date
Jamie Sleigh	Director & Co-Founder	07/09/2020

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1.1	08/09/2020	Final release version	Jamie Sleigh
1.2	02/03/2021	Updated for Recruitment	Jamie Sleigh
1.3	16/03/2022	Branding & BMS Update	Jamie Sleigh

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## 1 How we endeavour to protect your privacy

- 1.1 This privacy notice sets out how Indeloy IT Solutions Limited uses and protects any information that you give us.
- 1.2 IT Solutions Limited is committed to ensuring that your privacy is protected. Should we ask you to provide certain information by which you can be identified when using this website, then you can be assured that it will only be used in accordance with this privacy statement.
- 1.3 IT Solutions Limited may change this policy from time to time by updating this page and you should check this page from time to time to ensure that you are happy with any changes. This policy is effective from 31/08/2020.

## 2 What we collect

2.1 We may collect the following information:

- Name and address
- Contact information including business email address
- Demographic information such as postcode or geographical locations based on the IP address
- Work and education history
- Health history
- Pay and benefits information
- Responses to and the results of assessments administered online or in person
- Details of eligibility to work

## 3 What we do with the information we gather

- 3.1 We require this information to understand your needs and provide you with a better service, and in particular for the following reasons:
- Delivery of your orders
  - Internal record keeping
  - Ensure that content from our site is presented in the most effective manner for you and for your computer
  - We may use the information to improve our products and services
  - We may periodically send promotional emails about new products, special offers or other information which we think you may find interesting using the email address which you have provided
  - Send you our newsletters from time to time
  - Human resources and organisation development services (including recruitment processes covering external applicants)

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## 4 Who we share information with and why

- 4.1 We will occasionally share information with selected third-party suppliers (collectively known as "Service Providers"), dependant on the service being provided or the statutory requirement that we have to comply with. These third-party service providers; operate, provide, improve, integrate, support and market our products and associated services. We will have contracts in place for any third-party suppliers we engage with. This means that they cannot do anything with your personal information unless we have instructed them to do so. We will ensure that such providers protect Personal Information in a manner consistent with this Privacy Policy. These third parties are also responsible for ensuring that they will process EU Personal Information in a manner consistent with GDPR.
- 4.2 We will only share your personal information to provide necessary services for you (e.g. providing logistics or shipping services) or to carry out HR and recruitment related activities. They will hold all data securely, and will retain it for the period we instruct, or for the period they are contracted to provide such services. The types of third-party service providers will include:
- Our contractors including organisations that we commission to provide goods and services
  - Our resellers and agents
  - Our logistics carriers and shipping agents
  - Any organisations where we are requested to do so by law - for example a court order, or to prevent fraud or other crime
  - Vetting agents and recruitment agencies
- 4.3 We will not:
- Sell or share your information to advertisers or other third parties

## 5 Transferring your data outside of Europe

- 5.1 As part of the services offered to you through this website, the information which you give to us may be transferred to countries outside the European Union ("EU"). For example, our third-party website provider uses systems globally dispersed to provide redundancy. Where this is the case, we will take steps to make sure the right security measures are taken so that your privacy rights continue to be protected as outlined in this policy. By submitting your personal data, you're agreeing to this transfer, storing or processing.
- 5.2 If you use our services while you are outside the EU, your information may be transferred outside the EU to give you those services.

## 6 Security

- 6.1 We are committed to ensuring that your information is secure. In order to prevent unauthorised access or disclosure we have put in place suitable physical, electronic and managerial procedures to safeguard and secure the information we collect online.

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## 7 How we use cookies

- 7.1 A cookie is a small file which asks permission to be placed on your computer's hard drive. Once you agree, the file is added, and the cookie helps analyse web traffic or lets you know when you visit a particular site. Cookies allow web applications to respond to you as an individual. The web application can tailor its operations to your needs, likes and dislikes by gathering and remembering information about your preferences. Our Cookie Policy can be accessed from our website ([www.indeloy.com](http://www.indeloy.com)).
- 7.2 Indeloy IT Solutions Limited uses the following cookies:
- Wordpress  
**Cookie alias:** wordpress\_\*  
**Purpose:** Recognise you when you return to our site to add comments to blog articles.  
**More info:** <https://wordpress.org/support/article/cookies/>
  - Google Analytics  
**Cookie alias:** \_\_utm\*  
**Purpose:** Collect information about how visitors use our site. We use the information to compile reports and to help us improve the site. The cookies collect information in an anonymous form, including the number of visitors to the site, where visitors have come to the site from and the pages they visited.  
**More info:** <https://support.google.com/analytics/answer/6004245>
  - Wordfence  
**Cookie alias:** wfwaf-authcookie-(hash)  
**Purpose:** This cookie is used by the Wordfence firewall to perform a capability check of the current user before WordPress has been loaded. This is only set for users that are able to log into WordPress. This cookie allows the Wordfence firewall to detect logged in users and allow them increased access. It also allows Wordfence to detect non-logged in users and restrict their access to secure areas. The cookie also lets the firewall know what level of access a visitor has to help the firewall make smart decisions about who to allow and who to block.  
**More info:** <https://www.wordfence.com/help/general-data-protection-regulation/>
- 7.3 We use traffic log cookies to identify which pages are being used. This helps us analyse data about web page traffic and improve our website in order to tailor it to customer needs. We only use this information for statistical analysis purposes and then the data is removed from the system.
- 7.4 Overall, cookies help us provide you with a better website, by enabling us to monitor which pages you find useful and which you do not. A cookie in no way gives us access to your computer or any information about you, other than the data you choose to share with us.
- 7.5 You can choose to accept or decline cookies. Most web browsers automatically accept cookies, but you can usually modify your browser setting to decline cookies if you prefer. This may prevent you from taking full advantage of the website.

## 8 Links to other websites

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8.1 Our website may contain links to other websites of interest. However, once you have used these links to leave our site, you should note that we do not have any control over that other website, nor do we track what you do when you leave our website. Therefore, we cannot be responsible for the protection and privacy of any information which you provide whilst visiting such sites and such sites are not governed by this privacy statement. You should exercise caution and look at the privacy statement applicable to the website in question.

### 9 Access to and controlling of your personal information

9.1 You may choose to restrict the collection or use of your personal information in the following ways:

- We will not sell, distribute or lease your personal information to third parties unless we have your permission or are required by law to do so.
- We may use your personal information to send you information about our products and services.
- You may request details of personal information which we hold about you under the General Data Protection Regulation.
- You may request the right:
  - To have your data erased and be forgotten
  - To be informed
  - To have access
  - To rectify
  - To restrict processing
  - To object
  - To opt out

9.2 If you would like a copy of the information that we held on you, or if require that we delete all information held about you, then please contact us using [dataprivacy@indeloy.com](mailto:dataprivacy@indeloy.com).

9.3 If you believe that any information that we are holding on you is incorrect or incomplete, please email us at [dataprivacy@indeloy.com](mailto:dataprivacy@indeloy.com). We will promptly correct any information found to be incorrect.

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