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GDPR Policy

Policy brief & purpose

This privacy policy will explain how our organization uses the personal data we collect from you when you use our services.

Topics:

- What data do we collect?
- How do we collect your data?
- How will we use your data?
- How do we store your data?
- Marketing
- What are your data protection rights?
- Changes to our privacy policy
- How to contact us

What data do we collect?

Workflow Solutions collects the following data:

- Company identification information (Name, email address, phone number)
- Company identification devices (Name, username & passwords, IP, software and usage)
- Company Billing information

How do we collect your data?

You directly provide Workflow Solutions with most of the data we collect. We collect data and process data when you:

- Using any of our Online services
- Using Support / Helpdesk or consultancy services



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How will we use your data?

Workflow Solutions collects your data so that we can:

- Process your request and manage your account & devices
- Offer a better experience/Service for our customers

How do we store your data?

Workflow Solutions securely stores your data at our Head Office in Dartford & takes security very serious at all locations.

Workflow Solutions will keep your identification information for as long as the service is active & live. Once this service/contract has expired, we store your data for a further 5 years, just in case it's needed. we will then delete your data entry from the database

Marketing

Workflow Solutions currently do not use any of your data for marketing.



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What are your data protection rights?

Our Company would like to make sure you are fully aware of all of your data protection rights. Every user is entitled to the following:

The right to access – You have the right to request Our Company for copies of your personal data. We may charge you a small fee for this service.

The right to rectification – You have the right to request that Our Company correct any information you believe is inaccurate. You also have the right to request Our Company to complete the information you believe is incomplete.

The right to erasure – You have the right to request that Our Company erase your personal data, under certain conditions.

The right to restrict processing – You have the right to request that Our Company restrict the processing of your personal data, under certain conditions.

The right to object to processing – You have the right to object to Our Company's processing of your personal data, under certain conditions.

The right to data portability – You have the right to request that Our Company transfer the data that we have collected to another organization, or directly to you, under certain conditions.

If you make a request, we have one month to respond to you. If you would like to exercise any of these rights, please contact us at our email: data@workflowsolutions.co.uk

Call us at: 01322 787080

Or write to us:

Workflow Solutions
Unit B,
Riverside Industrial Estate,
Riverside Way,
Dartford,
Kent, DA1 5BS