



Data Protection and Privacy Policy

Context and overview

Key details

Policy prepared by:	Dan Sklan
Approved by board / management on:	15 th May 2018
Policy became operational on:	15 th May 2018
Next review date:	15 th May 2019

Introduction

iNet Group Limited needs to gather and use certain information about businesses & individuals that it works with. These can include customers, suppliers, business contacts, employees and other people the organisation has a relationship with or may need to contact.

This policy describes how this personal data is collected, handled and stored to meet the company's data protection standards and to comply with the law.

Data protection law

The Data Protection Act 1998 describes how organisations, including iNet Group Limited must handle and store personal information. These rules apply regardless of whether data is stored electronically, on paper or on other materials.

To comply with the law, personal information must be collected and used fairly, stored safely and not disclosed unlawfully.

The Data Protection Act is underpinned by eight important principles. These say that personal data must:

1. Be processed fairly and lawfully
2. Be obtained only for specific, lawful purposes
3. Be adequate, relevant and not excessive
4. Be accurate and kept up to date
5. Not be held for any longer than necessary
6. Processed in accordance with the rights of data subjects
7. Be protected in appropriate ways
8. Not be transferred outside the European Economic Area (EEA)

Data Protection and Privacy Policy

At iNet Group Ltd, we take your privacy seriously and this privacy statement explains what personal data or information we collect from you and from people who visit our website and how we use it.

Who are we?

iNet Group Ltd is a registered company (9773720) and our registered address is Unit C8, Star Business Centre, Marsh Way, Rainham, RM13 8UP. For the purposes of Data Protection, iNet Group Ltd is a data controller (ICO Registration ZA271318).

What personal data or information do we collect?

The personal information we collect may include your name, address, email address, contact phone number, IP address and information regarding what pages you access on this website and when.

How do we collect data or information from you?

- Purchasing equipment or services from us
- Selling equipment or services to us
- Make an enquiry via our website or via the telephone
- Use our website
- Enquire about a job opportunity
- Work for or with the business
- Exchange business cards with a member of the business

How is your information used?

We collect your personal data or information to operate our business effectively and provide you with the best information on our products and services.

We may use your information to:

- To provide new and used surplus telecom and data equipment to you.
- To answer enquiries that you make prior to any agreement or contract.
- To keep you informed about our services.
- To process a job application
- To fulfil our obligations as an employer
- To maintain security of our office and IT infrastructure
- To invoice you, and to track payments you make or payments made to you

We believe that all these purposes are justified on the basis of our legitimate interests in running and promoting the business, our contractual requirements to deliver the agreed services to you and our legal obligations, both as a business and responsible employer. If you would like to know more, please read below:

- Customers
- Prospective Customers
- Job Applicants, Our Current and Former Employees
- Business Partners
- Suppliers/Vendors

Details of our processing

	Type of Data Held	Length of Time Held	How Data is Held
Customers	<ul style="list-style-type: none"> Name and contact information Information and documents relating to the services we are providing, including communications with you Billing and payment information 	<p>We will retain information about you for the duration of our contractual relationship with you, then for an additional 6 years.</p> <p>We retain financial records for 6 years, following the end of the current financial year.</p>	Data is stored on secure UK based iNet Group server.
Prospective Customers	<ul style="list-style-type: none"> Name and contact information Information and documents relating to the services we are providing, including communications with you 	We will retain information about you for the duration of the enquiry, then a further 2 years.	Data is stored on secure UK based iNet Group server.
Job Applicants	<ul style="list-style-type: none"> Name and contact information CV and application form 	We will retain information about you for the duration of the recruitment campaign, then one year.	Data is stored on secure UK based iNet Group server.
Current and Former Employees	<ul style="list-style-type: none"> Name, date of birth, and contact information National insurance number 	We will retain information about you for the duration of our contractual relationship with	Data is stored on secure UK based iNet Group server.

	<p>and relevant tax codes</p> <ul style="list-style-type: none"> Information relating to your qualifications and experience 	<p>you, then for an additional 6 years.</p>	
Suppliers / Vendors	<ul style="list-style-type: none"> Contact details Bank details Description of the services bought 	<p>We retain financial records for 6 years, following the end of the current financial year.</p>	<p>Data is stored on secure UK based iNet Group server.</p>

Who has access to your information?

We do not sell, rent or pass your personal data or information to any third party or share your information with third parties for their marketing purposes.

We will disclose your data or information if required by law, for example by a court order or for the prevention of fraud or other crime.

Transfers outside of the European Economic Area

Your personal information in the European Economic Area (EEA) is protected by data protection laws, but other countries do not necessarily protect your personal information in the same way. The European Economic Area (EEA) covers all countries in the EU plus Norway, Liechtenstein and Iceland. All data held by iNet Group is only used within the European Economic Area (EEA).

Your rights

You have certain rights over the processing of your personal information by iNet Group Ltd. These are:

- The right to be informed, which is what this privacy policy is for
- The right to access the data we hold about you
- The right to object to direct marketing
- The right to object to processing carried out on the basis of legitimate interests
- The right to erasure (in some circumstances)
- The right to data portability
- The right to have your data rectified if it is inaccurate
- The right to have your data restricted or blocked from processing

How you can update your information

The accuracy of your information is important to us. If you change your contact information or if you want to update any of the information we hold, please contact us by email admin@inetgroup.co.uk or by post at iNet Group Ltd, Unit C8, Star

Business Centre, Marsh Way, Rainham, RM13 8UP. Alternatively, you can telephone us on 0208 004 5522.

How you can access your personal information

You have the right to ask for a copy of the personal information iNet Group Ltd holds relating to you. Please contact us by email admin@inetgroup.co.uk or by post at iNet Group Ltd, Unit C8, Star Business Centre, Marsh Way, Rainham, RM13 8UP. Alternatively, you can telephone us on 0208 004 5522.

You also have the right to lodge a complaint about our processing of your personal data with the UK's Information Commissioner's Office.

Keeping your data secure

When you give us personal information we take steps to ensure that it's treated securely and strive to protect it on our internal systems.

Emailing us

We use Transport Layer Security (TLS) to encrypt and protect email traffic in line with government standards. If your email service does not support TLS, you should be aware that any emails we send or receive may not be protected in transit.

We will also monitor any emails sent to us, including file attachments, for viruses or malicious software. Please be aware that you have a responsibility to ensure that any email you send is within the bounds of the law.

User of Cookies by this website

Cookies are small text files that are placed on your computer by websites that you visit. They are widely used in order to make websites work, or work more efficiently, as well as to provide information to the owners of the site. Unless you have set your browser to block cookies, this site will place the following cookies on your computer.

Cookie	Name	Purpose
Google Analytics	_ga _gid _gat	Google Analytics gathers information allowing us to understand interactions with our websites and ultimately refine that experience to better serve you.

Most web browsers allow some control of most cookies through the browser settings. To find out more about cookies, including how to see what cookies have been set and how to manage and delete them, visit www.aboutcookies.org or www.allaboutcookies.org.

Google Analytics

Our website uses Google Analytics, a web analytics service provided by Google, Inc. ("Google"). Google Analytics uses "cookies", which are text files placed on your computer, to help us analyse how users use the site. The information generated by the cookie about your use of the website (including your IP address) will be transmitted to and stored by Google on their servers. Google will use this information for the purpose of evaluating your use of the website, compiling reports on website

activity for our website operators and providing other services relating to website activity and internet usage.

Google may also transfer this information to third parties where required to do so by law, or where such third parties process the information on Google's behalf. Google will not associate your IP address with any other data held by Google. You may refuse the use of cookies by selecting the appropriate settings on your browser. However, please note that if you do this you may not be able to use the full functionality of this website.

To opt-out of being tracked by Google Analytics across all websites visit <http://tools.google.com/dlpage/gaoptout>.

Changes to this privacy notice

We keep our privacy notice under regular review. This privacy notice was last updated on 15th May 2018 and is next due for review by 15th May 2019.