

BI4Dynamics - Privacy Policy Personal Information Policies

Last update: July 2022 Document revision 1.1 **<u>BI4Dynamics</u>** is committed to providing quality services to you and this policy outlines our ongoing obligations to you in respect of how we manage your Personal Information. BI4Dynamics's personal information privacy policy is adopted to the EU's GDPR policy rules.

What is Personal Information and why do we collect it?

Personal Information is information or an opinion that identifies an individual. Personal Information we collect include: person & company name, email address and solution of interest.

This Personal Information is obtained only by you voluntarily fulfilling a BI4Dynamics form and giving the abovementioned information.

We collect your Personal Information for the primary purpose of providing our services to you. We may also use your Personal Information for secondary purposes closely related to the primary purpose, in circumstances where you would reasonably expect such use or disclosure. You may unsubscribe from our mailing/marketing lists at any time by contacting us in writing.

When we collect Personal Information we will, where appropriate and where possible, explain to you why we are collecting the information and how we plan to use it.

Third Parties

Where reasonable and practicable to do so, we will collect your Personal Information only from you. However, in some circumstances we may be provided with information by third parties. In such a case we will take reasonable steps to ensure that you are made aware of the information provided to us by the third party.

Security of Personal Information

Your Personal Information is stored in a manner that reasonably protects it from misuse and loss and from unauthorized access, modification or disclosure.

When your Personal Information is no longer needed for the purpose for which it was obtained, we will take reasonable steps to destroy or permanently de-identify your Personal Information.

Access to your Personal Information

You may access the Personal Information we hold about you and to update and/or correct it, subject to certain exceptions. If you wish to access your personal information, please contact us in writing. **BI4Dynamics** will not charge any fee for your access request. In order to protect your Personal Information we may require identification from you before releasing the requested information.

Maintaining the Quality of your Personal Information

It is an important to us that your Personal Information is up to date. We will take reasonable steps to make sure that your Personal Information is accurate, complete and up-to-date. If you find that the information we have is not up to date or is inaccurate, please advise us as soon as practicable so we can update our records and ensure we can continue to provide quality services to you.

Privacy Policy Complaints and Enquiries

If you have any queries or complaints about our Privacy Policy please contact us at: sales@bi4dynamics.com

Address:

BI4 Dynamics UK Ltd, 41 Clarence Road, Chesterfield, Derbyshire, S40 1LH, United Kingdom **Email:**

sales@bi4dynamics.com

Phone Number:

+ 44 800 0843690