

Access-IS Privacy Policy Addendum

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Access Limited
18 Suttons Business Park
Reading, RG6 1AZ, UK

Tel: +44 (0) 118 966 3333
Fax: +44 (0) 118 926 7281
eMail: sales@access-is.com
Web: www.access-is.com

The types of personal data we may collect about you are as follows:

We may collect the following data from you when you use this website and in subsequent interactions with us:

- a) **Identity Data**, which may include first name, maiden name, last name, username or similar identifier, marital status, title, date of birth and gender.
- b) **Contact Data**, which may include billing address, delivery address, email address and telephone numbers
- c) **Marketing and Communications Data**, which may include your preferences in receiving marketing from us and our third parties and your communication preferences.
- d) **Technical Data** includes internet protocol (IP) address, your login data, browser type and version, time zone setting and location, browser plug-in types and versions, operating system and platform, and other technology on the devices you use to access this website.

We may collect the following personal data from you in conducting our wider business operations:

- e) **Financial Data**, which may include bank account and payment card details.
- f) **Transaction Data**, which may include details about payments to and from you and other details of products and services you have purchased from us.
- g) **Profile Data**, which may include your username and password, purchases or orders made by you, your interests, preferences, feedback and survey responses.

Purposes for which we use your personal data are set out in the table below:

Purpose/Activity	Type of data	Lawful basis for processing including basis of legitimate interest
To register you as a new customer	(a) Identity (b) Contact	Performance of a contract with you
To process and deliver your order including: (a) Manage payments, fees and charges (b) Collect and recover money owed to us	(a) Identity (b) Contact (c) Marketing and Communications (e) Financial (f) Transaction	(a) Performance of a contract with you (b) Necessary for our legitimate interests (to recover debts due to us)
To manage our relationship with you which will include: (a) Notifying you about changes to our terms or privacy policy (b) Asking you to leave a review or take a survey (c) Providing you with access to specific content	(a) Identity (b) Contact (c) Marketing and Communications (g) Profile	(a) Performance of a contract with you (b) Necessary to comply with a legal obligation (c) Necessary for our legitimate interests (to keep our records updated and to study how customers use our products/services)
To administer and protect our business and this website	(a) Identity (b) Contact	(a) Necessary for our legitimate interests (for running our business, provision of administration and IT services, network security, to prevent fraud and in the context of a business reorganisation or group restructuring exercise) (b) Necessary to comply with a legal obligation
To deliver relevant website content and advertisements to you and measure or understand the effectiveness of the advertising we serve to you	(a) Identity (b) Contact (c) Marketing and Communications (d) Technical (g) Profile	Necessary for our legitimate interests (to study how customers use our products/services, to develop them, to grow our business and to inform our marketing strategy)
To make suggestions and recommendations to you about goods or services that may be of interest to you	(a) Identity (b) Contact (c) Marketing and Communications (g) Profile	Necessary for our legitimate interests (to develop our products/services and grow our business)

You have the right to:

- request access to your personal data. This enables you to receive a copy of the personal data we hold and to check we are lawfully processing it. We may need to verify your identity before releasing such information to ensure security.
- request correction of the personal data we hold about you. This enables you to have any incomplete or inaccurate data we hold about you corrected, although we may need to verify the accuracy of the new data you provide.
- request erasure of your personal data. This enables you to ask us to delete or remove personal data where there is no good reason for us to continue to process it or you have successfully exercised your right to object to processing (see below). Note, however, that we may not always be able to comply with your request for specific legal reasons which will be notified to you, if applicable, at the time of your request.
- Object to processing your personal data where we are relying on a legitimate business interest and there is something about your particular situation which makes you want to object to processing on this ground as you feel it impacts on your personal data. In some cases, we may demonstrate that we have compelling legitimate grounds to process your information which override your rights and freedoms.
- Request restriction of processing of your personal data. This enables you to ask us to suspend the processing of your personal data:
 - if you want us to establish the data's accuracy.
 - where our use of the data is unlawful but you do not want us to erase it.
 - where you need us to hold the data even if we no longer require it as you need it to establish, exercise or defend legal claims.
 - you have objected to our use of your data but we need to verify whether we have overriding legitimate grounds to use it.
- Request the transfer of your personal data to you or to a third party. We will provide to you, or a third party you have chosen, your personal data in a structured, commonly used, machine-readable format.
- Withdraw consent at any time where we are relying on consent to process your personal data. However, this will not affect the lawfulness of any processing carried out before you withdraw your consent.

If you wish to exercise any of the rights set out above, please contact us using the details on the website.