

## PRIVACY POLICY

This policy informs our users of our Services including our website of the different areas of information we the “service provider” will collect from you or which is provided by you and how it will be processed. If you choose to use our website or our services, then you agree to the collection of data in accordance with this policy. We will not use or share your information with anyone except as described in this Privacy Policy.

## DATA CONTROLLER & DATA PROCESSOR

The Data Controller for Acuity Unified Communications Limited is:  
John Dowbiggin - Managing Director  
[john.dowbiggin@acuityuc.com](mailto:john.dowbiggin@acuityuc.com)

The Data Processor for Acuity Unified Communications Limited is:  
Kenneth McCleaff  
[ken.mccleaff@acuityuc.com](mailto:ken.mccleaff@acuityuc.com)

Acuity Unified Communications  
Unit 17-18 Hollins Business Centre  
62 Rowley Street  
Stafford  
ST16 2RH  
+44 3333 443 010

## SUPERVISORY AUTHORITY REGISTRATION

We are registered with the ICO (Information Commissioners Office) and comply with the General Data Protection Regulation 2018.

## LEGAL BASIS

We collect your data to fulfil the services we provide to visitors and enquirers of our website and customers of the services under the terms of the contract signed with us for those services. To enable us to perform the services of the website or required under the contract we require personal identifiable information about you the visitor or enquirer or customer and your employees.

If you visit us via our website or you enter your personal identifiable data into our website you accept that we will collect that data for the purposes intended. By visiting website or entering your data into our website you accept we will retain that data and may / will contact you using the data you have entered.

We, Acuity Unified Communications Limited., will not retain any data of any person unless it is as a result of your visiting our Website or under the terms of a contract between you and us or you have entered that data into our website or other systems for which we use to offer our services to you.

By you visiting our website or entering your data into our website and other systems we will process that data and may contact you and may retain that data.

No data collection will be excessive, and we will collect exactly what we need to comply with our legal requirements.

## THE WEBSITE

<https://acuityuc.com> and its owners, Acuity Unified Communications Limited will ensure the necessary steps are taken to protect your information. Our website is secure with <https://>, so any data we collect on our website is secure.



## DATA COLLECTION ON OUR WEBSITE

We have a contact form on our website where we ask for the following details for these reasons:

- Name – We need to know your name so we can make contact with you.
- Company - We like to know which company you are contacting us from so we can do some research on how we can provide the best service to you.
- Telephone Number – We would like to give you call so we can introduce ourselves properly and identify your immediate needs.
- E-mail – In the event we cannot reach you by telephone, we will send you an e-mail to let you know we have tried to make contact.
- Message – We need to know what specific services you are looking for.

## OTHER DATA COLLECTION ACTIVITIES ON OUR WEBSITE

We will retain your IP Address from which we may make contact with you.

We will analyse your usage of our website

We will keep records of all visitors to our website

We will use records or activity on our website for improving our website

## COOKIES

Cookies are small pieces of text sent by your web browser by a website you visit and stored on your computer's hard drive. Information on how to delete or reject cookies or for further information on our cookies, can be found in our Cookie Policy.

## CONTACT AND COMMUNICATIONS

You have the right to withdraw your consent to be contacted at any time by e-mailing [forgetme@acuityuc.com](mailto:forgetme@acuityuc.com)

Telephone calls are recorded or monitored for training, quality and record purposes.

## HOW WE STORE YOUR DATA

The information that we collect from you is stored on our secure servers. We have strict access controls over who can see your data and for what reason. Your data will only be stored for as long as necessary to perform the services we provide to you or to conform to any legal and regulatory requirements.