



Amicus Networks Data Protection Statement

Amicus Networks Limited is registered with the Information Commissioners Office (ICO) Registration number **Z2709683** and has been registered with the ICO since 2nd June 2011.

This Data Protection policy sets out how Amicus Networks uses and protects any information that you provide to us.

Amicus Networks is committed to ensuring that your privacy and information is protected. Should we ask you to provide certain information regarding your business or you personally, then you can be assured that it will only be used in accordance with this statement.

Amicus Networks may change this policy from time to time by updating this document. You should check our website from time to time to ensure that you are happy with any changes.

This policy is effective from 12th July 2011.

What we collect

We may collect the following information:

- name and job title
- contact information including email address and telephone number
- demographic information such as postcode and address
- serial numbers and IMEI numbers of devices you are using
- handset information
- numbers you are trying to contact
- call information and mobile invoice information and spend

What we do with the information we gather

We require this information to understand your needs and provide you with a better service, and in particular for the following reasons:

- providing you with analysis on your spend
- providing you with a proposal and for on-going support
- Internal record keeping.
- we may use the information to improve our products and services.
- we may periodically send promotional emails about new products, special offers or other information which we think you may find interesting using the email address which you have provided.
- feedback from our customers to ensure our services are the best they can be and we are giving our customers the service they require.
- from time to time, we may also use your information to contact you for market research purposes. We may contact you by email, phone, fax or mail.

Security

We are committed to ensuring that your information is secure. In order to prevent unauthorised access or disclosure, we have put in place suitable physical, electronic and managerial procedures to safeguard and secure the information we collect.

- any hard copies of paperwork are stored in locked filing cabinets which only certain managers have access to.
- all electronic information is stored on our secure servers with 256 bit AES encryption or our secure CRM (customer relationship management) system, which has ISO/IEC 27001:2013 accreditation for security.
- if you have previously agreed to us using your personal information for direct marketing purposes, you may change your mind at any time by writing to or emailing us at info@amicusnetworks.co.uk

We will not sell, distribute or lease your personal information to third parties unless we have your permission or are required by law to do so. We may use your company information to send you promotional information about third parties which we think you may find interesting if you tell us that you wish this to happen.

You may request details of the information which we hold about you under the Data Protection Act 1998. A small fee will be payable. If you would like a copy of the information held on you please write to us at;

Amicus Networks
Studio Four
King House
5-11 Westbourne Grove
London
W2 4UA

If you believe that any information we are holding on you is incorrect or incomplete, please write to or email us as soon as possible, at the above address. We will promptly correct any information found to be incorrect.