

# Data Privacy Policy

## **What information does Advanced Network Security Limited hold or processes on behalf of customers?**

Advanced Network Security do not hold or process any data on behalf of its customers. At no time will ANSecurity ever hold personally identifying information that has not directly been collected by ANSecurity or is relevant to its explicit business with the end customer.

To be clear, ANSecurity will never hold personally identifying information for YOUR customers.

## **What information does Advanced Network Security Limited collect?**

Name

Job Title

Organisation

Business address

Email address (business email address)

Telephone number (predominantly business telephone number but may occasionally be personal mobile number depending on client's preference)

## **How we collect this information**

Advanced Network Security will collect this information with completion of a new customer account creation form.

## **How we store this information**

After we have obtained consent to retain personal data, this data will be stored in our secure Customer Relationship Management system. From here we can pull information for marketing, administrative and operational purposes.

## **Why do we need this personal data?**

We use the information you provide about you and your company to remain in contact for business reasons such as technical support, contract renewals and invitations to seminars.

T: 0845 226 0462  
E: SALES@ANSECURITY.COM

CENTRAL 40 | CHINEHAM BUSINESS PARK  
BASINGSTOKE | HAMPSHIRE | RG24 8GU

[WWW.ANSECURITY.CO.UK](http://WWW.ANSECURITY.CO.UK)

REGISTER ENGLAND NO. 04945965  
REGISTERED OFFICE ADDRESS: SHERWOOD HOUSE,  
41 QUEENS ROAD FARNBOROUGH, HAMPSHIRE, GU14 6JP

### **Who has access to this data?**

Your information may be accessed internally by any member of the sales, administrative or marketing teams in order to perform a range of tasks from contract administration, event booking or technical support.

We will never share you details with a third party unless by prior or implied consent, for example contact details for a support contract provided direct from an IT manufacturer, or for delivery details/shipping information for a hardware delivery.

### **How does Advanced Network Security protect data?**

We have internal policies and steps in place to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed by anyone outside of our organisation without lawful consent. Access control to the CRM system has two factor authentication enabled, the CRM system can only be accessed from within the perimeter of the ANSecurity network.

### **How long will Advanced Network Security retain data?**

As a general rule, we will retain contact information for 5 years after customer account becomes dormant. However a data subject is able to withdraw consent at ANY time and Advanced Network Security will comply.

Your rights as a data subject

Right To Erasure – request the removal or deletion of their personal data.

Right to be informed – every consumer has the right to know if, when and how an organisation is using their personal information.

Right to Access – any data subject has the right to access their information free of charge.

Right to Rectification – the right to make alterations to the data is you discover that the information is incorrect or incomplete.

Right to Restrict Processing – data subjects can ask for their information to no longer be processed.

Right to Object – object to the use of personal data for marketing purposes.

Right To Portability – allows individuals to obtain their personal data and reuse it elsewhere.

In the event that you would like to exercise any of these rights, please contact [info@ansecurity.com](mailto:info@ansecurity.com)

If you believe that Advanced Network Security Limited has not complied with your data protection rights, you can complain directly to [info@ansecurity.com](mailto:info@ansecurity.com) or to the Information Commissioners Office.

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