

Data Protection & Privacy Policy

Interflow Software Solutions Ltd (“the Company”) collects information from customers and suppliers, such as names, email addresses, addresses and phone numbers. This information is used only for business administrative purposes and customer service. If the Company receives correspondence by email, post or other form of communication, such correspondence may be retained by the Company, and the information contained within it used to respond to it.

Given the nature of the Company’s business activities, Interflow Software Solutions Ltd may come into contact with data held by its customers as required to carry out its function. In this case, such data will be handled with due care, and only those within the Company that require access to such data in order to carry out their business activities shall have access to it.

Personal information is not sold to anyone and is only shared with third parties who are facilitating the delivery of Interflow Software Solutions Ltd’s services. This data will be stored within a secure electronic document system. Data is retained for the duration of the subject’s business relationship with the Company.

Only direct employees of the Company, who need it for business purposes, have access to the data. Employees understand their responsibilities when handling data and aim to keep it secure by taking sensible precautions.

When data is stored on paper, it should be kept in a secure place where unauthorised people cannot see it. When stored electronically, data must be protected from unauthorised access, accidental deletion and malicious hacking attempts. It is the responsibility of all employees who work with data to take reasonable steps to ensure it is kept as accurate and up to date as possible.

In certain circumstances, the Data Protection Act allows personal data to be disclosed to law enforcement agencies without the consent of the data subject. Under these circumstances, Interflow Software Solutions Ltd will disclose requested data but not before ensuring the request is legitimate.

All individuals who are the subject of personal data held by Interflow Software Solutions Ltd are entitled to:

- right of access to personal data;
- right to rectification of personal data;
- right to erasure of personal data;
- right to object;
- right to data portability;
- right to withdraw consent at any time; and

- right to lodge a complaint to the supervisory authority, ICO.

Signed:

A handwritten signature in black ink, appearing to read 'L. Child', with a stylized flourish underneath.

Luke Child
Managing Director