

This statement

The GDPR comes into force 25th May 2018 and represents a revision of the data protection regulation enforced across Europe. To comply with this regulation and be open and transparent this document aims to clarify our data management practices with relation to our services.

Information we hold in relation to GDPR

Information that falls under GDPR legislation is “any information relating to an identified or identifiable natural person.” This precludes most information we process, but given the broad definition could include the following data items which we hold:

- Email addresses and mobile phone numbers which are used for B2B communication may include personal accounts.
- Individuals names.
- Individuals regional location (Country – no full addresses)
- Business locations / delivery addresses which are used for B2B communication, could include personal addresses.

This information comes from our sales and contract processes, where the organisation is fully informed of the information we will hold and its usage. Given the very limited scope of the data we process outlined above in relation to the GDPR we consider the information we carry to be low risk.

Communicating privacy information

We communicate our privacy information, the data we hold and how we process it in this full document which is made available to clients on our website.

Individuals rights

Every individual has a right to know what information we hold on them. We can provide a plain text formatted electronic document identifying information held on an individual subject following a proper request by the individual concerned or authoritative body with sufficient legal authority. We will remove an individual’s information from our systems within 30 days subject to a proper request by the individual concerned or authoritative body with sufficient legal authority.

We do not profile individuals. We will also comply to any other request covered by an individual’s rights as identified by the GDPR systems within 30 days subject to a proper request by the individual concerned or authoritative body with sufficient legal authority.

Subject access requests

Any request for information, or deletion of data held on an individual should be made in writing to The Managing Director, Qolcom Ltd, 3 King John House, Kingsclere, Berkshire RG20 4SW

United Kingdom. It should state clearly your request, who you are and how we can contact you. We will process requests within 30 days of receipt.

Lawful basis for processing personal data

We process individual details for the purposes of securing corporate information and restricting access to materials provided by our clients.

We make individual’s details available to a client where the individual has requested information specifically belonging to that client. We do not make names and emails generally available to any other 3rd party. Where information is supplied directly by one our clients it is used solely for the purposes of order capture and fulfilment and other directly related service activities.

Consent of usage

For data supplied by our corporate clients, a copy of this document is made available via our website and GDPR is covered in our contracts.

Data Breaches

We log inbound requests to our systems and have processes in place to react to suspicious activity. In the unlikely event that we discover a data breach, we will take steps to notify relevant clients and individuals as soon as practical.

The data we hold we consider low risk, as it does not represent a risk to the rights and freedoms of individuals and as such we are not duty bound to report any such breaches to the ICO (Information Commissioner’s Office).

Data Protection by Design

We take the security of our systems for both our client business data and the limited amount of individual data we hold seriously. Our systems are designed from the ground up with security and privacy in mind.

Data Protection Officers

The company does not have a dedicated DPO due to its size and small amount of low risk information held by its systems. Please send any enquires regarding GDPR compliance in writing to the registered company address: The Managing Director, Qolcom Ltd, 3 King John House, Kingsclere, Berkshire RG20 4SW, United Kingdom