

DocStor Limited

Privacy Policy

We are committed to safeguarding the privacy of both our customers and website visitors; this policy sets out how we will treat your personal information.

(1) What information do we collect and hold on our customers?

We may hold personal information such as:- name; job title; business address; business telephone number; mobile phone number; email address; of a customer's staff provided to us for the sole purpose of the sale or support of our products or of a prospective customer who has made contact with us in the context of our business.

(2) What information do we collect from our website?

We may collect, store and use the following kinds of personal information:

- (a) information about your computer and about your visits to and use of this website (including your IP address, geographical location, browser type and version, operating system, referral source, length of visit, page views and website);
- (b) any other information that you choose to send to us

(3) Using your personal information

Personal information submitted to us will be used for the purposes specified in this privacy policy or in relevant parts of the website.

We may use your personal information to:

- (a) deal with enquiries and complaints made by you relating to the website or our products.
- (b) where you submit personal information for publication on our website, we will publish and otherwise use that information in accordance with the license you grant to us.
- (c) we will not, without your express consent, provide your personal information to any third parties for the purpose of direct marketing.

(4) Disclosures

We may share information about you to any of our employees, suppliers or subcontractors insofar as reasonably necessary for the purposes as set out in this privacy policy.

In addition, we may disclose your personal information:

- (a) to the extent that we are required to do so by law;
- (b) in connection with any legal proceedings or prospective legal proceedings;
- (c) in order to establish, exercise or defend our legal rights (including providing information to others for the purposes of fraud prevention and reducing credit risk);
- (d) to the purchaser (or prospective purchaser) of any business or asset which we are (or are contemplating) selling; and
- (e) to any person who we reasonably believe may apply to a court or other competent authority for disclosure of that personal information where, in our reasonable opinion, such court or authority would be reasonably likely to order disclosure of that personal information.

Except as provided in this privacy policy, we will not provide your information to third parties.

(4) Security of your personal information

We will take reasonable technical and organisational precautions to prevent the loss, misuse or alteration of your personal information.

We will store all the personal information you provide on our secure (password and firewall protected) servers.

Of course, data transmission over the internet is inherently insecure, and we cannot guarantee the security of data sent over the internet.

(5) Policy amendments

We may update this privacy policy from time-to-time by posting a new version on our website. You should check this page occasionally to ensure you are happy with any changes.

We may also notify you of changes to our privacy policy by email.

(6) Your rights

You may instruct us to provide you with any personal information we hold about you. Provision of such information will be subject to:

(a) the payment of a fee (currently fixed at £10.00); and

(b) the supply of appropriate evidence of your identity [(for this purpose, we will usually accept a photocopy of your passport certified by a solicitor or bank plus an original copy of a utility bill showing your current address)].

We may withhold such personal information to the extent permitted by law.

You may instruct us not to process your personal information for marketing purposes by email at any time. In practice, you will usually either expressly agree in advance to our use of your personal information for marketing purposes, or we will provide you with an opportunity to opt-out of the use of your personal information for marketing purposes.

(7) Third party websites

The website contains links to other websites. We are not responsible for the privacy policies or practices of third party websites.

(8) Updating information

Please let us know if you believe the personal information which we hold about you needs to be corrected or updated.

(9) Contact

If you have any questions about this privacy policy or our treatment of your personal information, please contact us via the "Contact" form at www.docstor.com or "Contact Us" form at www.scan2pass.com