

**PRIVACY POLICY**

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## Version Control

### Document Location

If using a printed version of this document, ensure it is the latest published version.

Version	Date Approved	Publication Date	Approved By	Summary of Changes
1.0	27/03/2018	28/03/2018	Audax Directors	New Document
2.0	23/05/2018	23/05/2018	Audax Directors	Policy update in line with Introduction of GDPR
2.1				

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## 1. Introduction

GDPR stands for General Data Protection Regulation and replaces the previous Data Protection Directives that were in place. It was approved by the EU Parliament in 2016 and comes into effect on 25th May 2018.

GDPR states that personal data should be 'processed fairly & lawfully' and 'collected for specified, explicit and legitimate purposes' and that individuals data is not processed without their knowledge and are only processed with their 'explicit' consent.

GDPR covers personal data relating to individuals. Audax Global Solutions Limited (Audax) is committed to protecting the rights and freedoms of individuals with respect personal data.

The Data Protection Act gives individuals the right to know what information is held about them. It provides a framework to ensure that personal information is handled properly.

Audax complies with national laws wherever we operate, and we urge our customers to do the same. If one of our products is implicated in potentially illegal activity, authorities in any country may seek data information from us as part of their investigation. Like other companies around the world, we would consider only valid legal requests on a case-by-case basis and would provide information if we believed it was necessary to comply.

**Unless a customer has chosen to provide us with their data, we would have no data to provide and Audax is committed to ensuring that your privacy is protected, in-line with GDPR.**

If you want to share your videos or photographs with the world, you control that decision, the platform you wish to use, and the audience that gets to see it – from privately sharing a video file with a friend to posting it online for the world to see. **Audax cannot, and we believe should not, access your live feed, the video files on your memory cards or the video files on any other equipment. Since we cannot access it, we cannot provide it to anyone else – even with a court order or another valid legal demand.**

Audax values customers' personal data, and our Audax Privacy Policy tells our customers what information we collect, how and when we collect it, how we use the collected information and with whom we might be compelled to share that information.

We make our privacy policy readily available to ensure that everyone who uses our technology or Products – or considers using it – will feel comfortable about how we treat their information. We encourage anyone with questions to write us at [info@audaxuk.com](mailto:info@audaxuk.com) for a clear and straightforward answer.

## 2. Information We Collect & How We Use It

When you place an order, or use any online form on our website we need to know your name and other information such as your work postal address, contact e-mail address, contact telephone number and your bank account details etc, if you go forward to make a purchase. By submitting this information, you consent to use of the information in accordance with this Privacy Policy as amended from time to time.

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By attendance at exhibitions, and/or visiting us in person, we may request your name, and contact details. We gather this information to allow us to process your request. The relevant information is then used by us, our agents and sub-contractors to provide you with the service you have requested and to communicate with you on any matter relating to the provision of the service in general.

We may also use aggregate information and statistics for the purposes of monitoring website usage in order to help us develop the website and our service and may provide such aggregate information to third parties. These statistics will not include information that can be used to identify any individual.

We and our group companies may also wish to provide you with information about special features of our website or any special service or products which we think may be of interest to you. If you would rather not receive this information, please send e-mail entitled "GDPR" to [info@audaxuk.com](mailto:info@audaxuk.com)

If, at any time, you wish to have your information removed from our active databases, please send an e-mail entitled "GDPR" to [info@audaxuk.com](mailto:info@audaxuk.com) We will take steps to ensure that the information is deleted as soon as reasonably practicable.

GDPR requires that Audax must;

- Manage and process personal data properly
- Protect the individual's rights to privacy
- Provide an individual with access to all personal information held on them

Audax, retains such information from enquiries or exhibitions only for as long as is necessary. In most cases this is only 6 months, though where such enquiries lead to the enquirer becoming a customer of Audax, this may be as long as 5 years. If this is the case, then we aim to ensure such records are updated annually.

### 3. Our Use of Cookies and Other Information Gathering Technologies

Cookies are small text files on your computer. A cookie contains identifying information. The cookie is used to make the link between you and the information you have provided to the website. This allows your shopping basket to be kept separate from other users and enables us to automatically complete some of the forms when you subsequently use them.

The creation of a cookie on your computer does not give the website any access to other information such as your e-mail address.

### 4. How We Protect Your Information

We endeavour to protect the information you provide and there are various security procedures that have been put in place, as set out in this policy.

We have installed a mechanism that uses digital server identities so that you can be sure that the website you access is [www.audaxuk.com](http://www.audaxuk.com)

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Firewalls are used to block unauthorized traffic to the servers and the actual servers are located in a secure location which can only be accessed by authorised personnel.

## 5. Sale of Business

In the event that this business is sold or integrated with another business your details may be disclosed to our advisers and any prospective purchasers' advisers and will be passed on to the new owners of the business so that they can continue to provide the service that we currently provide. We will require the purchaser to follow the practices disclosed in this Privacy Policy or to give you at least three months' notice of any proposed changes.

## 6. Updating Your Details

If any of the information that you have provided to Audax changes, for example if you change your e-mail address, please let us know the correct details by sending an e-mail entitled "GDPR" to [info@audaxuk.com](mailto:info@audaxuk.com) or by sending a letter to;

The Website Editor, Audax, 16 Mary Seacole Road, The Millfields, Plymouth, Devon PL1 3JY

## 7. How to Contact Audax

We welcome your views about our website and our Privacy Policy. If you would like to contact us with any queries or comments please send an e-mail to [info@audaxuk.com](mailto:info@audaxuk.com).

If you have a concern about an organisation's information rights practices, report it to ICO <https://ico.org.uk> or call the ICO helpline on 0303 123 1113.

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