



Website Privacy Policy

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Website Privacy Policy

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HR Policy

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Revision History

Rev	Date	Author	Revision Description
v1	May 2020	unknown	Created for website by Nicki, Lewis or Alex
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Table of Contents

Introduction	4
The bases on which we process information about you	4
1. Information we process because we have a contractual obligation with you	5
2. Information we process with your consent	6
3. Information we process for the purposes of legitimate interests	6
4. Information we process because we have a legal obligation	7
Specific uses of information you provide to us	
5. Complaints regarding content on our website	7
6. Job application and employment	8
7. Sending a message to our support team	8
8. Complaining	9
Use of information we collect through automated systems when you visit our website	
9. Cookies	10
10. Personal identifiers from your browsing activity	10
Disclosure and sharing of your information	
11. Data may be processed outside the European Union	11
Access to your own information	
12. Access to your own information	12
13. Removal of your information	12
14. Verification of your information	13
Other matters	
15. Encryption of data sent between us	14
16. How you can complain	14
17. Retention period for personal data	15
18. Review of this privacy policy	16

This is the privacy Notice for Razorsecure. In this document , “we”, “our” or “us” refer to RazorSecure Ltd.

We are company number 09370482 registered in England and Wales.

Our registered office is Belvedere House,Suite LG8, Basing View, Basingstoke, RG21 4HG.

Introduction

1. This is a notice to inform you of our policy about all information that we record about you. It sets out the conditions under which we may process any information that we collect from you, or that you provide to us. It covers information that could identify you (“personal information”) and information that could not. In the context of the law and this notice, “process” means collect, store, transfer, use or otherwise act on information.
2. We regret that if there are one or more points below with which you are not happy, your only recourse is to leave our website immediately.
3. We take the protection of your privacy and confidentiality seriously. We understand that all visitors to our website are entitled to know that their personal data will not be used for any purpose unintended by them, and will not accidentally fall into the hands of a third party.
4. We undertake to preserve the confidentiality of all information you provide to us, and hope that you reciprocate.
5. Our policy complies with UK law accordingly implemented, including that required by the EU General Data Protection Regulation (GDPR).
6. The law requires us to tell you about your rights and our obligations to you in regards to the processing and control of your personal data. We do this now, by requesting that you read the information provided at <https://www.gov.uk/data-protection>.
7. Except as set out below, we do not share, or sell, or disclose to a third party, any information collected through our website.

1. Information we process because we have a contractual obligation with you

When you create an account on our website, buy a product or service from us, or otherwise agree to our terms and conditions, a contract is formed between you and us.



In order to carry out our obligations under that contract we must process the information you give us. Some of this information may be personal information.

We may use it in order to:

- 1.1. verify your identity for security purposes
- 1.2. sell products to you
- 1.3. provide you with our services
- 1.4. provide you with suggestions and advice on products, services and how to obtain the most from using our website.

We process this information on the basis there is a contract between us, or that you have requested we use the information before we enter into a legal contract.

Additionally, we may aggregate this information in a general way and use it to provide class information, for example to monitor our performance with respect to a particular service we provide. If we use it for this purpose, you as an individual will not be personally identifiable.

We shall continue to process this information until the contract between us ends or is terminated by either party under the terms of the contract.

2. Information we process with your consent

Through certain actions when otherwise there is no contractual relationship between us, such as when you browse our website or ask us to provide you more information about our business, including job opportunities and our products and services, you provide your consent to us to process information that may be personal information.

Wherever possible, we aim to obtain your explicit consent to process this information.

Sometimes you might give your consent implicitly, such as when you send us a message by email to which you would reasonably expect us to reply.

Except where you have consented to our use of your information for a specific purpose, we do not use your information in any way that would identify you personally. We may aggregate it in a general way and use it to provide class information, for example to monitor the performance of a particular page on our website.

We continue to process your information on this basis until you withdraw your consent or it can be reasonably assumed that your consent no longer exists.

You may withdraw your consent at any time by instructing us at contact@razorsecure.com. However, if you do so, you may not be able to use our website or our services further.

3. Information we process for the purposes of legitimate interests



We may process information on the basis there is a legitimate interest, either to you or to us, of doing so.

Where we process your information on this basis, we do after having given careful consideration to:

- whether the same objective could be achieved through other means
- whether processing (or not processing) might cause you harm
- whether you would expect us to process your data, and whether you would, in the the round, consider it reasonable to do so

For example, we may process your data on this basis for the purpose of:

- record-keeping for the proper and necessary administration of our business.
- responding to unsolicited communication from you to which we believe you would expect a response
- protecting and asserting the legal rights of any party
- insuring against or obtaining professional advice that is required to manage business risk
- protecting your interests where we believe we have a duty to do so

4. Information we process because we have a legal obligation

We are subject to the law like everyone else. Sometimes, we must process your information in order to comply with a statutory obligation.

For example, we may be required to give information to legal authorities if they so request or if they have the proper authorisation such as a search warrant or court order.

This may include your personal information.

Specific uses of information you provide to us

5. Complaints regarding content on our website

If you complain about any of the content on our website, we shall investigate your complaint.

If we feel it is justified or if we believe the law requires us to do so, we shall remove the content while we investigate.

6. Job application and employment

If you send us information in connection with a job application, we may keep it for up to 6 months in case we decide to contact you at a later date.

If we employ you, we collect information about you and your work from time to time throughout the period of your employment. This information will be used only for purposes directly relevant to your employment. After your employment has ended, we will keep your file for three years before destroying or deleting it.

7. Sending a message to our support team

When you contact us, whether by telephone, through our website or by e-mail, we collect the data you have given to us in order to reply with the information you need.

We record your request and our reply in order to increase the efficiency of our business.

We keep personally identifiable information associated with your message, such as your name and email address so as to be able to track our communications with you to provide a high quality service.

8. Complaining

When we receive a complaint, we record all the information you have given to us. We use that information to resolve your complaint. If your complaint requires us to contact some other person, we may decide to give to that other person some of the information contained in your complaint. We do this as infrequently as possible, but it is a matter of our sole discretion as to whether we do give information, and if we do, what that information is.

We may also compile statistics showing information obtained from this source to assess the level of service we provide, but not in a way that could identify you or any other person.

Use of information we collect through automated systems when you visit our website

9. Cookies

Cookies are small text files that are placed on your computer's hard drive by your web browser when you visit any website. They allow information gathered on one web page to be stored until it is needed for use on another, allowing a website to provide you with a personalised experience and the website owner with statistics about how you use the website so that it can be improved.

Some cookies may last for a defined period of time, such as one day or until you close your browser. Others last indefinitely. Your web browser should allow you to delete any you choose. It also should allow you to prevent or limit their use.

Our website uses cookies. They are placed by software that operates on our servers, and by software operated by third parties whose services we use.

We use cookies in the following ways:

- 9.1. to track how you use our website
- 9.2. to record whether you have seen specific messages we display on our website
- 9.3. to record your answers to surveys and questionnaires on our site with you complete them

10. Personal identifiers from your browsing activity

Requests by your web browser to our servers for web pages and other content on our website are recorded.



We record information such as geographical location, your internet service provider and your IP address. We also record information about the software you are using to browse our website, such as the type of computer or device and the screen resolution.

We use this information in aggregate to assess the popularity of the webpages on our website and how we perform in providing content to you.

If combined with other information we know about you from previous visits, the data possibly could be used to identify you personally, even if you are not signed in to our website.

Disclosure and sharing of your information

11. Data may be processed outside the European Union

Our websites are hosted by Squarespace.com.

We may also use outsourced services in countries outside the United Kingdom from time to time in other aspects of our business.

Accordingly data obtained within the UK or any other country could be processed outside the European Union.

For example, some of the software our website uses may have been developed in the United States of America or in Australia.

We use the following safeguards with respect to data transferred outside the European Union:

- 11.1. The processor is within the same corporate group as our business or organisation and abides by the same binding corporate rules regarding data processing.
- 11.2. The data protection clauses in our contracts with data processors include transfer clauses written by or approved by a supervisory authority in the European Union.
- 11.3. We comply with a code of conduct approved by a supervisory authority in the European Union.

Access to your own information

12. Access to your personal information

12.1. At any time you may review or update personally identifiable information that we hold about you, by signing in to your account on our website

12.2. To obtain a copy of any information that is not provided on our website you may send us a request at Contact@razorsecure.com.

12.3. After receiving the request, we will tell you when we expect to provide you with the information, and whether we require any fee for providing it to you.

13. Removal of your information

If you wish us to remove personally identifiable information from our website, you may contact us at Contact@razorsecure.com. This may limit the service we can provide to you.

14. Verification of your information

When we receive any request to access, edit or delete personal identifiable information we shall first take reasonable steps to verify your identity before granting you access or otherwise taking any action. This is important to safeguard your information.

Other matters

15. Encryption of data sent between us

We use Secure Sockets Layer (SSL) certificates to verify our identity to your browser and to encrypt any data you give us. Whenever information is transferred between us, you can check that it is done so using SSL by looking for a closed padlock symbol or other trust mark in your browser's URL bar or toolbar.

16. How you can complain

16.1. If you are not happy with our privacy policy or if you have any complaint, then you should tell us by email.

Our address is Contact@razorsecure.com.

16.2. If a dispute is not settled then we hope you will agree to attempt to resolve it by engaging in good faith with us in a process of mediation or arbitration.

16.3. If you are in any way dissatisfied about how we process your personal information, you have a right to lodge a complaint with the Information Commissioner's Office. This can be done at <https://ico.org.uk/concerns/>

17. Retention period for personal data

Except as otherwise mentioned in this privacy notice, we keep your personal information only for as long as required by us:

17.1. to provide you with the services you have requested;

17.2. to comply with other law, including for the period demanded by our tax authorities;

17.3. to support a claim or defence in court.

18. Compliance with the law



Our privacy policy has been compiled so as to comply with the law of every country or legal jurisdiction in which we aim to do business. If you think it fails to satisfy the law of your jurisdiction, we would like to hear from you.

However, ultimately it is your choice as to whether you wish to use our website.

19. Review of this privacy policy

We may update this privacy notice from time to time as necessary. The terms that apply to you are those posted here on our website on the day you use our website.

If you have any questions regarding our privacy policy, please contact us at Contact@RazorSecure.com