

<b>TEAM FUSION</b>	
<b>PRIVACY POLICY</b>	
<b>COMPANY POLICIES</b>	

## 1. Privacy Statement

Team Fusion will use its best endeavours to safeguard the privacy of its contacts and website visitors. In compliance with UK and EU data protection regulations, this privacy policy explains what information we collect, how we use any personal information that we may collect about you and the data processing practices of the Company.

## 2. How do we collect information from you?

We obtain information about you in a variety of ways including when you contact us about our services, complete an agreement with us, make an enquiry to us or when you use our website.

## 3. What information do we collect?

You provide most of such information when you request information about our services, make an enquiry or communicate with us regarding our services or opportunities. As a result, you might supply us with information such as title, name, postal address, email address, telephone numbers, IP address. We will also collect information from you if you complete forms, including any on our website, or if you contact us with comments or specific requests or submission of CVs.

## 4. Why do we need personal information?

We need to collect personal information in order to –

- Ensure we have suitably qualified and skilled members to deliver quality service
- Ensure we can improve our services and performance

## 5. How is your information used?

Team Fusion may use the information you provide us with to –

- Respond to your request
- Carry out our obligations arising from any contracts or agreements entered into by you with us
- Communicate with you about our work and services for you
- Tell you about Team Fusion services
- Seek your views or comments on services provided
- Notify you of changes to our services
- Update our records when necessary
- Support our activities on your behalf

**Unless you tell us that we may not do so.**

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No. of Pages = 3

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We may pass your details onto third parties and/or service providers who are contracted to Team Fusion or clients of Team Fusion in the course of our dealings with you. If this is likely to happen, we will ensure that you are informed. These third parties are obliged to keep your details securely and will use them only to fulfil the request.

We will never collect sensitive data from you without your explicit consent and only in relation to legitimate requirements. In agreeing to share these details, you have not forfeited your rights as prescribed under the Data Protection legislation. Team Fusion will continue to apply the same level of care to safeguard your privacy and use of your information across all our services.

## **6. How secure is information held?**

Team Fusion maintains physical, electronic and procedural safeguards in connection with the collection, storage and disclosure of information and personal data. Our personnel who have access to the data have been trained to maintain the confidentiality of such information.

## **7. How long is data kept?**

The personal information you provide will be retained for the periods specified in our Data Retention Policy, or as is required by law. At that point you will be contacted to seek your consent for us to retain it for a further period if required. At the same time, you will have the option to instruct us to delete it.

## **8. Does Team Fusion share the information we receive?**

Client privacy is an important aspect of our business and we do not sell or rent it to third parties. We will not share your information with third parties for marketing purposes. Team Fusion will share information only as described below –

- Within Team Fusion to respond to your requests and to manage the purposes for which it was collected.
- We may release information when we believe release is appropriate to comply with the law or to protect the rights, property or safety of Team Fusion, our clients or others. This includes exchanging information with other companies and organisations for fraud protection and credit risk reduction. Where required by law, we will notify you if such disclosures are necessary.

## **9. Information to improve our website**

We collect information about visits to our website. This information is used to help us follow browsing preferences on our website so that we can regularly improve our website. These statistics do not contain personal data and cannot be traced to an individual.

## **10. Your choices**

You have a choice about whether or not you wish to receive information from us. You can change your preferences at any time by contacting us.

## **11. Subject Access Requests**

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You have the right to request a copy of the information that we hold about you. If you would like a copy of some or all of your personal information, please contact us and we will provide the information within a month of receipt. By law, we are required to verify your identity.

We want to make sure that your personal information is accurate and up to date. You may ask us to correct or remove information you think is inaccurate. Under data protection regulations you can make a formal request for information including-

- Clarification that your personal data are being processed by the Company
- A description and copies of such personal data
- The reasons why such data is being processed
- Details of any disclosure

You may view the Company's Data Protection Notification (Reg: Z1201074) by visiting the Data Information Commissioner's website.

We keep our policy under regular review, please contact our Data Protection Representative [dpr@teamfusion.com](mailto:dpr@teamfusion.com) if you have any questions about our policy or the information, we hold about you.

Compliance with these policies is mandatory for all Company personnel.



Jerry Jones  
Chief Executive Officer

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