

## **PRIVACY POLICY**

This is the Privacy Policy of PAE Business Limited ("we" or "PAE"). We are a company registered in England and Wales under number 4121425 and our registered office address is at Albury Mill, Mill Lane, Chilworth, Surrey GU8 4RU. PAE is based at Send Business Centre, 3 Tannery House, Tannery Lane, Send, Surrey GU23 4EF.

PAE is committed to protecting and respecting your privacy.

This Policy shows you what personal information we collect from you and how we make use of it and keep it secure. We can change this Policy at any time, so you should check this page frequently to see any updates. By providing us with information about yourself in the course of doing business with PAE you agree to be subject to everything in this Policy. Questions, comments and requests regarding this Policy are very welcome. You may contact us there on +44 (0) 1483 726206 or by email to [dpo@paebusiness.com](mailto:dpo@paebusiness.com) or letter to Send Business Centre, 3 Tannery House, Tannery Lane, Send, Surrey GU23 4EF if you have any questions about this Policy.

Please read the following carefully to understand our views and practices regarding your information and how we deal with it:

If we obtain any personal data (information that relates to you as an individual person), it is because you have visited our website ([www.paebusiness.com](http://www.paebusiness.com)), communicated with us directly for any reason, or if you or the organisation you represent is or will be a customer of PAE or of any third party entity which is lawfully permitted to provide your information to us. The only personal data we collect is that which is necessary to deal with your communication or enable PAE to conduct business with your organisation. Personal data is likely to only consist of your name, title, email or postal address, telephone number or any password.

If your organisation is a customer of PAE, please see the relevant data protection terms in our standard Terms and Conditions of Supply.

### **How we use your information**

We will collect some information automatically to enable us to improve our website. This information includes your IP address, actions you take on our website and the length and frequency of visits to our website. This information will be anonymous and so will not be personal data. Otherwise your information is used by PAE to ensure that our website is presented in the most effective way for you and your computer, to provide you with any technical support and of course to give you the information you request from us or which we feel may interest you, where you have consented to be contacted for such a purpose.

We may send messages to all users of our website and to all customers to notify any updates to our website or problems it may be experiencing and of any new goods or services we may be offering.

## **Who has access to your information?**

We will not share your information with third parties for marketing purposes.

You consent to us transferring your information to third parties if we buy or sell any business or assets to a third party, or as part of a business restructuring or organisation, or if we have a legal duty to disclose or share your information.

We may also share your information with third parties if it is absolutely necessary for the sake of protecting the rights, property or safety of PAE and of our customers or if we need to disclose the information to help resolve a complaint or investigation that arises from your use of our website or your customer relationship with PAE.

## **Transferring your information abroad**

Some information you give us may be accessible in Canada by ECi Software Solutions Inc. which is PAE's licensor of relevant software. Canada is recognised by the European Commission as having adequate data protection laws that are equivalent to those of the European Union. Any of your information which is held by ECi Software Solutions Inc. is held on servers which exist in Canada.

## **How you can access and update your information**

The accuracy of your information is important to us. If you notice that the information we hold about you is no longer correct, please let us know.

You have the right to ask for a copy of the information we hold about you. Please contact us on the details above to make this request.

## **Security precautions in place to protect the loss, misuse or alteration of your information**

We take technical and organisational steps to ensure any information you give us is treated securely. Your information held by PAE is held on servers which are part of the Microsoft Suite of Cloud solutions. Our servers are in the European Union.

## **Use of cookies**

We use cookies to distinguish you from other users of our website. This helps us provide you with a good experience when you use our website and also helps us improve our website. You can choose to switch off cookies in your browser settings but if you do you may notice a loss of functionality when using our website.