

## **GENERAL DATA PROTECTION POLICY**

### **SCOPE**

This policy applies to information we hold about you. 'we', 'us', 'our' mean Affix Compliance Ltd., registered number: 11028555 Registered office: 2nd Floor,2, Woodberry Grove, London N120DR. 'You' means the person the information relates to.

### **PURPOSE**

The purpose of this document is to inform you of the general data protection to the processing of personal data wholly or partly by automated means and the processing other than automated means of personal data while visiting our website.

The obligations related to records of processing activities apply to Affix Compliance in accordance with and as detailed in article 30, indent 5 of General Data Protection Regulation.

### **DATA RECORDING RESPONSIBILITY**

Data processing on the website is conducted by the owner of the website:

Ms. Laura Magaña  
2nd Floor, 2 Woodberry Grove | N12 0DR London, United Kingdom  
Phone:+44 (0) 7 999 088 234

### **WHAT INFORMATION WE COLLECT**

1. This policy applies to information held related to customers or future customers, visitors and other personal data that identify you as individual. By 'information' we mean data send to us by email or by completing our enquiry form.
2. We collect, use, share and store information about e. g. when you submit your data through e-mail or by completing our enquiry form on the website in order to provide you with the service or information you have requested and to share information with you about the services that may be of your interest.
3. There will be other data automatically collected, e.g. stats and insights during your visit on our website such as posts & pages, search engines, views per country and pages, number of visitors and comments.
4. These data are used for data safety and for optimisation of our web service only. Further evaluation of data is not carried out.

### **HOW WE USE YOUR INFORMATION**

1. We use this information for the following purposes:
  - To provide our services to you
  - To analyse your user behaviour
  - To communicate with you
  - To handle enquiries and or complaints
  - To analyse your user behaviour

## **YOUR RIGHTS**

1. You have the right to get answers related to the data we hold about you, e.g. addresses, origin and purpose and stored personal data at any time without any cost.
2. You have the right to rectification of any data that is inaccurate or incomplete.
3. You have the right to ask us any additional question regarding data protection by using the enquiry form on the website
4. You have the right to complain at the responsible surveillance authority
5. You have the right to restrict processing of your data and to request to erasure of your data (also known as ‘the right to be forgotten’). If you exercise your right to be forgotten, this will result in a termination of your relationship with Affix Compliance.
6. Data portability: You have the right to receive the personal data provided to us and have the right to transmit those data to another third person identified as a controller without hindrance from us where the processing is based on consent on the basis on the service agreement established or due to processing carried out by automated means.
7. Data will be provided in a structured, commonly used and machine-readable format. If you request direct data portability to a third person this will be completed in a way which is technical feasible.

## **DISCLOSURE OF YOUR PERSONAL INFORMATION**

1. We do not intend to disclose your personal information with anyone outside of what is established in this policy.
2. If any law enforcement or regulatory body which may have any reasonable requirement to access your Personal Information, we will compliance with such request.

## **USE OF COOKIES**

1. Cookies are used to optimise the usability and effectiveness of our website. Some cookies will be deleted automatically after finishing the visit on our website; others, will be stored on your computer until you delete them. These cookies allow, to identify your web browser at your next visit on our website. If you object to cookies or want to delete any cookies that are already stored on your computer, you should follow the instructions for deleting existing cookies and disabling future cookies on your web browser or equivalent software. Further information is available at [www.aboutcookies.org](http://www.aboutcookies.org).
2. Additional cookies are used by the WordPress.com which is the host of our website. You can access to WordPress.com Data Protection Policy on the website to find how to control cookies.

## **COMPLAINTS**

1. We take the personal data we hold very seriously, and we are happy to receive any queries or concerns you may have. If you have further questions according to data protection relating to our website, do not hesitate to contact us by using [info@affixcompliance.com](mailto:info@affixcompliance.com). e will try to answer your questions.
2. We recommend reading our declaration of data protection on our website in order to be up to date with any changes related to General Data Protection Regulation.

## **CONTACT INFORMATION**

Please contact us via the enquiry form on our website or via postage to the following address:

Regulatory Compliance Director  
AFFIX COMPLIANCE LTD.  
2nd Floor, 2, Woodberry Grove  
London N12 0DR