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## **Privacy Statement**

### **EQI Consultancy Ltd**

#### **Information, Collection and Use**

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You have a right under the Data Protection Act 1998 to request a copy of the personal data which we hold with reference to you and to request that we delete this information from our computer system or that we do not use it for direct marketing. We will in any event not intentionally hold any personal data longer than is necessary for us to deal with your query and/or transaction and related administration.

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### **Contact Information**

In order to receive our professional services or so that we may contact you, you will have to provide us with your contact details. This information is used only to contact you about our services and those of associated companies, for billing purposes and to fulfil customer orders. It is optional for you to provide an e-mail address and fax number unless information has been specifically requested through that channel.

It is a condition of subscribing to the free services such as Free Compliance Helpdesk or news services that you explicitly consent to receiving direct marketing material from EQI Consultancy Ltd, its associated companies and a purchaser of all or part of its business.

You may opt out of receiving this material at any time by emailing [mail@eqionline.co.uk](mailto:mail@eqionline.co.uk)

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We have technological and operational procedures in place to protect this information from loss, misuse, alteration or destruction and all of the partners and the partnership's employees are subject to strict obligations of confidentiality concerning all our data.

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We do require certain personal information, which may include credit card information, from you once you decide to purchase an EQI Consultancy Ltd product. We will permit only authorised employees, who are trained in the proper handling of customer information, to have access to that information.

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**Correcting/Updating Personal Information**

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