

## FAIR PROCESSING NOTICE & PRIVACY POLICY FOR QUESTION & RETAIN

### Your Privacy

We use Question & Retain software to enable us to assess how well we are doing for you. The company only stores your answer and hold no identification information beyond this. Your email address and name are used only for the purpose of sending you this Pulse Check.

At Question & Retain, we want you to feel secure when using our software, answering our emails or visiting our site and are committed to maintaining your privacy when doing so. The following provides an overview of how we protect your privacy during your visit.

What information do we gather?

Information is gathered in two ways:

(1) indirectly (for example, through our site's technology); and (2) directly (for example, when you provide information on this site or answer one of our emails).

When you download your Question & Retain Pulse Check, your Internet address may be automatically collected and placed in our Internet access logs. This information is not used for any purpose other than the administration of the software. We collect information directly from you in a number of ways, some of which we describe in this Privacy Statement. One way is through the use of Cookies. Cookies are small files of information which save and retrieve information about your visit to Question & Retain..

We only use Cookies where they are necessary for the proper functioning of the site and understanding how you interact with our site. If you are uncomfortable regarding Cookies use, please keep in mind you can disable Cookies on your computer by changing the settings in the preferences or options menu in your browser. We also collect information when you voluntarily submit it to us. On our site, we may provide the opportunity to register for an event or conference, order a white paper, or receive one of our emails. When we collect this type of information, we will notify you as to why we are asking for information and how this information will be used. It is completely up to you whether or not you want to provide it. What about the emails you receive from Question & Retain. When you answer one of the Pulse Checks for a supplier of yours, all we capture is your answer to the Pulse Check and an ID that identifies you. This information is ONLY passed back to your supplier who provided us with your name and email address in the first place.

Once we have passed the result of your email to your supplier, we then delete all your personal information. All we retain is the fact of an answer and the answer itself. It is never related back to anything that could identify you.

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We do then use this in aggregated reports – for example where we show the percentages of answers over a quarter. Your individual answers are never released to anyone other than your supplier who invited you to receive the email.

Will we share this with outside parties?

We will not sell individual information and will share it only with your consent or where it necessary to do so to deliver a service to you or where required by law. There will be other times when we need to share information, for example, in the case of an event where we need to provide our caterer with meal preference information. But again, before you submit any information, we will notify you as to why we are asking for specific information and it is completely up to you whether or not you want to provide it.

Do we give you access to your information?

You are entitled to know whether we hold information about you. If we do, you can access that information and require it to be corrected if it is inaccurate. You can do this by sending us an email (see below).

What about data security?

We take appropriate steps to maintain the security of your data on Question & Retain.co. You should understand that the open nature of the Internet is such that data may flow over networks without security measures and maybe accessed and used by people other than those for whom the data is intended.

We are passionate about maintaining your privacy and if you have any questions now or during your visit, please contact [tellmemore@questionandretain.co.uk](mailto:tellmemore@questionandretain.co.uk).