



FAIR PROCESSING NOTICE & PRIVACY POLICY FOR QUESTION & RETAIN 2018

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

What information do we collect when visiting our website?

The only information we collect are the details that you leave on our contact form should you wish to get in touch with us. This consists of name and email only.

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 Cookie 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.

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.

Receiving a Pulse Check

We use Question & Retain software to ask questions by sending a Pulse Check. We mainly ask questions for market research purposes, but from time to time we use the Pulse Check to send details of events that might be of interest to you.

If you have received a Pulse Check and you respond, the personal data we hold about you is your name, your email address and your answer. The information we hold sits on a secure encrypted server.

We do occasionally use the results given in Pulse Checks 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.

Business Contact Information

We may hold information about you if you have voluntarily submitted it to us; for example, through the exchange of business cards, if you are invited to speak or attend one of our events,

if you contact us with comments or specific requests, or from any other correspondence and telephone calls with you. The only personal data we may hold is your name, job title, organisation, work address and your telephone number. We will only use the information that we collect about you lawfully in accordance with the Data Protection Act 1998.

We will, from time to time, use your data for our own market research purposes or to invite you to one of our events. There will always be an option when we contact you for one of these reasons to unsubscribe from our mailing list at any time.

We will stop processing and delete your personal data if you ask us to by sending us an email to tellmemore@questionandretain.co.uk.

Will we share your data 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.

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, or deleted if you wish. You can do this by sending us an email to tellmemore@questionandretain.co.uk.

What about data security?

We take appropriate steps to maintain the security of your data at Question & Retain.co.uk. However, 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 may make amendments to our privacy policy from time to time. You should therefore check this page on our website occasionally to ensure you are happy with the changes we make.

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