

Privacy Policy

Introduction

This is Blue Square Global Limited's privacy notice. It tells our individual and representatives at corporate clients about how we use and look after your personal data, your rights with respect to your personal data and how the law protects you.

(1) IMPORTANT INFORMATION AND WHO WE ARE

This privacy policy tells you how Blue Square Global Limited collects and processes your personal data through your use of this website and when you register as a client and/ or use our services. This website is intended for our clients and potential users of our services and it not aimed at children.

Blue Square Global Limited ("we", "us" or "our" in this privacy policy).

It is important that the personal data we hold about you is accurate and current. Please keep us informed if your personal data changes during your relationship with us.

Third-party links

This website may include links to third-party websites, plug-ins and applications. Clicking on those links or enabling those connections may allow third parties to collect or share data about you. We do not control these third-party websites and are not responsible for their privacy statements. When you leave our website, you should read the privacy policy of other websites you visit.

(2) THE DATA WE COLLECT ABOUT YOU

Personal data, or personal information, means any information about you from you can be identified. It does not include data where the identity has been removed (anonymous data).

We may collect, use, store and transfer different kinds of personal data about you which we have grouped together as follows:

Identity Data includes first name, maiden name, last name, username or similar identifier, marital status, title, date of birth and gender.

Contact Data includes billing address, email address, postal address and telephone numbers.

Financial Data means bank account details].

Transaction Data includes details about payments from you and details of services you have engaged us to perform.

Technical Data includes internet protocol (IP) address, browser type and version, time zone setting and location, browser plug-in types and versions, operating system and platform, and other technology on the devices you use to access this website.

Usage Data includes information about how you use our website.

Communications Data any communication preferences you have told us about.

If you fail to provide personal data where we need to collect personal data by law, or under the terms of a contract we have with you, and you fail to provide that data when requested,

we may not be able to provide services to you). For example, if you fail to provide an address for billing. In this case, we may have to stop providing our services to you. If this applies, we will notify you.

(3) HOW IS YOUR PERSONAL DATA COLLECTED?

We use different methods to collect your personal information:

Direct interactions. When you ask us to provide services to you, we will ask you to provide certain Identity, Contact and Financial Data so that we can set you up as a client and then will collect information about you as we perform our services and interact with you..

Automated technologies or interactions. As you interact with our website, we will automatically collect Technical Data about your equipment, browsing actions and patterns. We collect this personal data by using cookies, server logs and other similar technologies. We may also receive Technical Data about you if you visit other websites employing our cookies. Please see our cookie policy for further details.

We receive Technical Data from Google who provide analytics on our site and search information providers.

(4) HOW WE USE YOUR PERSONAL DATA

We will only use your personal data when the law allows us to. Most commonly, we will use your personal data in the following circumstances:

Where we need to perform the contract we are about to enter into or have entered into with you or your organisation (performance of a contract).

Where it is necessary for our legitimate interests (or those of a third party) and your interests and fundamental rights do not override those interests (legitimate interests).

Where we need to comply with a legal obligation (comply with legal obligation).

More details are provided below. However, you should note that depending on circumstances and exactly what we are doing for you we may have more than one lawful basis for processing your personal data.

Performance of a contract

To register to you or your organisation of a client using Identity and/ or Contact data.

To deliver services to you or the organisation you represent and charge for them including managing payments, fees and charges and collecting and recover money owed to us using Identity, Contact, Financial and/ or Transaction data.

To manage our relationship with you or the organisation you represent including telling you about changes to our terms or privacy notice using Identity and Contact. and Communications data.

Legitimate interests

To collect and recover money owed to us using Identity, Contact, Financial and Transaction Data.

To study how customers use our website to develop our services, grow our business and to inform our marketing strategy) using Technical and Usage data.

To define types of client for our services, to keep our website updated and relevant and to develop our business and to inform our strategy by using data analytics to improve our

website, services, client relationships and website user experiences using Technical and Usage Data.

To run our business, provide administration and technical related services, ensure network security, prevent fraud by administering and protecting our business and this website (including troubleshooting, data analysis, testing, system maintenance, support, reporting and hosting of data) using Identity, Contact and Technical data.

To comply with a legal obligation

To notify you of changes to our privacy notice or terms using Identity and, Contact data.

To comply with laws relating to anti money laundering or anti bribery using Identity, Contact, Financial and Transaction data.

(5) WILL YOU CONTACT ME FOR MARKETING PURPOSES?

If you are an individual based at a corporate client of ours, we may use your Identity and Contact, data to decide which of our services you or your organisation may be interested in. We may serve you with email marketing on the basis that we have a legitimate interest in growing our business.

You can opt out of email marketing at any time by following the link the message or contacting us using the details set out in this notice.

(6) COOKIES

For more information about the cookies we use, please see our cookie policy.

(7) DISCLOSURES OF YOUR PERSONAL DATA

We are a very discreet business and will never sell or share your personal data with anyone else to use for their own purposes except in very limited circumstances (see below).

To run our business we do need to use service providers (such as IT providers) who act as data processors and if our business is sold, transferred or merged with another, or if we acquire another business or merge with the then the new owners of the business may use your personal data in the same way as set out in this privacy notice.

(8) INTERNATIONAL TRANSFERS

This section applies only to individuals located in the UK and/ or European Economic Area.

Our servers and those of our providers are located in the United Kingdom. We will not transfer your if you are in the UK and/ or European Economic Area out of the UK and/ or European Economic Area unless you request us to do so such that it is necessary for us to make the transfer in order to perform our contract with you.

(9) DATA SECURITY

We have put in place appropriate security measures to prevent your personal data from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. In addition, we limit access to your personal data to those employees, agents, contractors and other third parties who have a business need to know. They will only process your personal data on our instructions and they are subject to a duty of confidentiality.

We have put in place procedures to deal with any suspected personal data breach and will notify you and any applicable regulator of a breach where we are legally required to do so.

(10) DATA RETENTION

We have to keep basic information about our customers (Contact, Identity, Financial and some Transaction Data for six years after you or your organisation cease to be a client of ours to comply with the law and/ or defend ourselves in the event that you have a complaint against us or issue legal proceedings against us.

Usually, we securely dispose of more detailed information regarding your instructions and case or those of your organisation within 12 months of the end of our engagement with you or your organisation. The law gives you the right to ask us to delete your personal data, but we do not have to delete it in all circumstances. For more information on your right to ask us to delete your personal data see section 11 below.

(11) YOUR LEGAL RIGHTS

Under certain circumstances, you have rights under data protection laws in relation to your personal data.

You have the right to:

Request access to your personal data (commonly known as a “data subject access request”). This enables you to receive a copy of the personal data we hold about you and to check that we are lawfully processing it.

Request correction of the personal data that we hold about you. This enables you to have any incomplete or inaccurate data we hold about you corrected, though we may need to verify the accuracy of the new data you provide to us.

Request erasure of your personal data. You can ask us to delete or remove personal data where there is no good reason for us continuing to process it. You also have the right to ask us to delete or remove your personal data where you have successfully exercised your right to object to processing (see below), where we may have processed your information unlawfully or where we are required to erase your personal data to comply with local law. Note, however, that we are not always obliged to comply with your request. If you make a request for erasure of your personal data and we do not delete it, we will notify you of the details.

Object to processing of your personal data where we are relying on a legitimate interest (or those of a third party) and there is something about your particular situation which makes you want to object to processing on this ground as you feel it impacts on your fundamental rights and freedoms. You also have the right to object where we are processing your personal data for direct marketing purposes. In some cases, we may demonstrate that we have compelling legitimate grounds to process your information which override your rights and freedoms.

Request restriction of processing of your personal data. This enables you to ask us to suspend the processing of your personal data in the following scenarios:

If you want us to establish the data's accuracy.

Where our use of the data is unlawful but you do not want us to erase it.

Where you need us to hold the data even if we no longer require it as you need it to establish, exercise or defend legal claims.

You have objected to our use of your data but we need to verify whether we have overriding legitimate grounds to use it.

Request the transfer of your personal data to you or to a third party. We will provide to you, or a third party you have chosen, your personal data in a structured, commonly used, machine-readable format. Note that this right only applies to automated information which you initially provided consent for us to use or where we used the information to perform a contract with you.

Withdraw consent at any time where we are relying on consent to process your personal data. However, this will not affect the lawfulness of any processing carried out before you withdraw your consent. If you withdraw your consent, we may not be able to provide certain products or services to you. We will advise you if this is the case at the time you withdraw your consent.

If you wish to exercise any of the rights set out above, please direct your query to the address give in "Contact" below.

In most cases no fee is required to exercise the rights set out above.

You have the right to make a complaint to the Information Commissioner's Office relating to our processing of your personal data at any time: www.ico.org.uk. However, we would welcome the opportunity to resolve your concerns directly first.

(12) CONTACT

If you have any questions about this privacy policy, including any requests to exercise your legal rights in relation to your personal data please contact us using the details as follows:

Email address: info@bluesquareglobal.com

Postal address: 15 Stratton Street, Mayfair, London W1J 8LQ