



Host365 Privacy Policy

Introduction

Our Privacy Policy sets out how Host365 collects and uses personal data and in addition how such personal data is protected. Host365 strives to ensure that any personal data supplied by its customers or business partners is collected and handled both fairly and according to legal guidelines.

What sort of personal data do we collect?

In order to provide our services, it is necessary to collect certain personal data. The data collected will usually include: company name, individual contact names and job titles, billing and postal addresses, telephone and fax numbers, e-mail addresses and other such information as may be required for individual services. We may also track certain information such as IP addresses or server host addresses which communicate with or through our network.

In addition, we may refer to third party organisations which provide financial information in order to assess potential risks associated with any credit facilities we may offer.

How do we collect the personal data?

We collect personal data in a number of ways. Typically, this will be collected in online order or application forms but may also be collected in the form of questionnaires or forms completed by customers who wish to find out more about our services, from third party information providers, from marketing events, from partner companies or from within the network of businesses which form the Host365 group.

How do we use the data held?

Our main use of the data revolves around managing accounts, improving existing services, and marketing.

Accounts

Host365 needs your personal data in order to manage delivery of products, organise installations, answer queries relating to customer requirements, submit invoices and various other interactions with our customers.

Improving services

Host365 may use personal data for the purposes of statistical analysis of sales and usage patterns in order to better serve our customer base and to develop new services based on such analysis.

Marketing

Host365 may use personal data for the purposes of marketing to existing or potential customers. Such marketing may include informing customers of existing or new services or those of our affiliates which Host365 feels may be of interest. Where customers do not wish to be kept informed of any such products or services we will endeavor to ensure that wish is honoured.



To Whom Does Host365 disclose the data held?

Host365 will share personal information throughout its internal departments in order to fulfill its obligations under any contracts undertaken with its customers. This will include but not be limited to sales, support and accounting departments.

Host365 will not share or disclose personal data except where:

- 1) It is ordered to do so by law
- 2) It is necessary to do so in order for contracted third parties to perform their duties such as for delivery or installation
- 3) Customer consent has been granted

How does Host365 secure the data it holds?

Host365 takes customer confidentiality and security very seriously and has implemented security procedures that restrict access to and disclosure of personal data held. The effectiveness of and compliance with such procedures are reviewed from time to time and changes made where appropriate.

Customers' Rights

The law in certain countries gives individuals whose personal data is held by Host365 a right to access and rectify personal data held about them including the right to:

confirm that personal data is held, as well as a written description of such personal data, the purpose(s) for which it is being used, the source(s) of the personal data and details of any recipients

request the deletion or amendment of personal data which is inaccurate

to object to any unsolicited information sent by Host365 regarding promotions or new products and services.

How to contact us regarding data held

If any individual wishes to contact Host365 regarding the personal data held about them or has any other question about our data privacy procedures, they should either email privacy@host365.com or write to the Customer Service Department at our office address published from time to time on our web site at www.host365.com

Policy Reviews and Updates

As part of Host365's commitment to compliance with data privacy requirements, and to reflect any changes made to such requirements or of our own policies, Host365 may from time to time update this policy and will post such revised policies on our web site at www.host365.com.