

Privacy Policy

Site-setup.com respects the privacy of all data subjects we are in contact with; regardless of if we process the personal data on our own or on other parties' behalf. It is important for us that you understand what personal data we process about you, why we do it and what your rights are. Therefore, we urge you to read through our Privacy Policy, which will give you more information on the processing of your personal data by "Site-setup.com".

We may process personal data about you in different ways and different situations, depending on if you are a representative of a client, customer, vendor, or a job applicant. We may also process personal data about visitors to our website(s), depending on how you chose to interact with us. Regardless of situation, we promise to never sell, commercialise, or use your personal data in violation of applicable data protection laws.

If you are a current or potential client, vendor or have any other interaction with the "Site-setup.com" you may find further information regarding our data processing under Privacy Policy below. If you wish to raise a complaint about how we handle your personal data, including in relation to any of your data subject rights, or have any further questions on how we process your personal data you can contact our Data Protection Officer and we will investigate your concerns.

Data protection officer: aarron.monaco@site-setup.com

"Site-setup.com" has a responsibility to ensure appropriate and proportionate security of the personal data we process. We must report any personal data breach to the supervisory authority unless the personal data breach is "unlikely to result in a risk for the rights and freedoms of individuals". Where a personal data breach is likely to result in a high risk to the rights and freedoms of individuals, we are also required to inform the data subject concerned, without undue delay.

Why have we access to and process your data?

The processing of you or your company's personal data is necessary for us to enter into and/or to fulfil the agreement we have with yourself or your company. We may also process personal data about visitors to our website(s) or physical locations, depending on how you choose to interact with us.

We will only process your personal data if we have legal grounds to do so. This means that the processing must be necessary for the performance of a contract to which you or the company you represent is party to or is necessary to comply with your requests prior to entering into a contract with your company.

We have a legitimate interest to process your data to form and manage client and business relationships, for marketing purposes, and to ensure the safety of "Site-setup.com" employees and assets. In accordance with our legitimate interests, we may also use your data to provide you with information about our services, performance updates, events and training which is likely to be of interest to you or to execute necessary or desired tasks expected by the business relationship you represent.

We have a legal obligation to provide your personal data when we are audited by the authorities and to prevent, monitor and evidence fraud, anti-money laundering and other criminal activities to comply with statutory legislation.

Your data will be held securely in compliance with data protection law.

What personal data are you processing about me and why?

We hold only the necessary information for the management of the contractual or business relationship. To be able to communicate with you we need your name, job title, and contact details such as address, land line telephone number, mobile number and email address.

Unless otherwise agreed with you or is necessary for the establishment, exercise or defence of legal claims, we will not include special categories of personal information (often known as 'sensitive personal data' such as data revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, trade-union membership, biometric data and the processing of data concerning health or sex life).

Will you share my personal data with others?

We may share your personal data with our suppliers that facilitate and/or provide parts of our services, e.g. print and mail services, legal representatives. We may also share your personal data with our clients if you are representing a vendor which is part of the services, we provide to them and regulatory / governmental authorities.

Our employees will have access to the personal data. In such a case, access will be granted only if necessary, for the purposes described and only if the employee is bound by an obligation of confidentiality.

Will my personal data be transferred to another country?

We may transfer your data to another country to and from the European Economic Area (EEA). If we do so, we will ensure there are suitable safeguards in place to comply with EU General Data Protection Regulation (GDPR). Generally, your personal data will not be transferred outside of the European Economic Area (EEA). We also use third-party service providers to store or who may access your data, which may be located outside of the EEA, including, but not

limited to the United States. We will never transfer your personal data outside of the EEA without ensuring the safety and protection of your personal data. Therefore, we make sure that any recipients have signed the EU Standard Model Clauses, to justify the transfer, or that the country can guarantee adequate protection under data protection law. We may disclose information outside of these groups to help prevent fraud, or if required to do so by law.

How long do you store my personal data?

We will retain your data as long as required for the lawful purpose for which it was obtained, as long as we have legitimate interest to keep it e.g. until termination of our agreement and to be able to defend ourselves against legal claims. We are also legally obliged to keep your personal data for a period of time to prevent and detect fraud, detect and evidence anti-money laundering and for financial audits.

As far as our backups are concerned, we will also delete your data in our backups, but only when the backup tape comes up for destruction, according to our backup policy. When the backup comes up for deletion as per our back up policy, we will fully delete your data.

Will I be subject to automated decision-making?

We will not use your personal data for automated decision-making and/or profiling.

What rights do I have?

It is important you understand that it is your personal data that we process and that we want you to be comfortable with us doing so.

Right to access

You may request information on how we process your personal data, including information on:

Why we process your personal data

What categories of personal data we process

Who we share your personal data with

How long we store your personal data or the criteria for determining this period

What rights you have

From where we have received your personal data (if we have not received it from you)

If the processing includes automatic decision making (so-called profiling)

If your personal data has been transferred to a country outside of the EEA, how we ensure the protection of your personal data.

All the above information is available in this Privacy Policy.

Right to correction

It is important that we have the right information about you, and we encourage you to let us know if any of your personal data is incorrect, e.g. if you or the company you represent have changed name or moved address.

Right to be forgotten

If we process your personal data in an unlawful way, you may ask us to delete this information. The right is not absolute and only applies in certain circumstances, for example 'the personal data is no longer necessary for the purpose which you originally collected or processed it for' etc. Given the context of our agreement, it is, however unlikely, that we will be able to comply with this right.

Right to restriction

From the time you have requested we correct your personal data or if you have objected to the processing and until we have been able to investigate the issue or confirm the accuracy of your personal data (or changed it in accordance with your instructions), you are entitled to the restriction of processing. This means that we (except for storing the personal data) may process your personal data only in accordance with your consent, if necessary, with reference to legal claims, to protect someone else's rights or if there is an important public interest in the processing.

You may also request that we restrict the processing of your personal data if the processing is unlawful, but you do not want us to delete the personal data. This right is not absolute and only applies in certain circumstances. For example, contesting the accuracy of your personal data and we are verifying the accuracy of the data. Given the context of our agreement, it is, however unlikely, that we will be able to comply with this right.

Right to objection

If you believe that we do not have the right to process your personal data, you may object to our processing. In such cases, we may continue processing only if we can show compelling justifying reasons that out-weigh your interests, rights and freedoms. However, we may always process your personal data if it is required for the determination, exercise or defence of legal claims. (Note that this only provides you with the right to raise your objections, not a blanket

right to have any and all processing ceased). Given the context of our agreement, it is, however unlikely, that we will be able to comply with this right.

Withdrawal of consent

"Site-setup.com" does not base its processing upon consent. However, given that some processing activities may be based on consent, you are in your right to withdraw it and we will (where our legitimate interest does not override this right) consequently stop the processing. We will also notify others we may have shared your personal data with of your request(s).

How to complain about the use of your data or exercise my rights?

If you wish to raise a complaint about how we handle your personal data, including in relation to any of the rights outlined above, you can contact our Data protection officer: aarron.monaco@site-setup.com

If you are not satisfied with our response, or believe we are processing your data unfairly or unlawfully, you can complain to the Data Inspectorate. You can find further information about the Data Inspectorate and their complaints procedure here: <https://ico.org.uk/>.

Cookie policy

We – "Site-setup.com" - use cookies on this website (www.site-setup.com)

Cookies are small files containing letters and numbers that are placed on your device (computer, handheld, etc.) when you visit a website. We use cookies to enable you to use this website and its functionalities. These cookies are strictly necessary if you want to use the website or a specific functionality. We also use cookies to optimise the performance of our website in order to enhance your website experience (performance cookies); and cookies to better understand our website visitors, allowing us to improve our website, products, services and marketing efforts (analysis cookies).

In accordance with the applicable law, we will only place performance and analysis cookies if you have allowed us to place our cookies by ticking the relevant box in the Cookie Information Message (initially) shown on our website. This message may reappear at intervals, for example when the relevant cookie ('Cookie Settings', see below) is rejected or removed.

You may disable cookies via your browser settings. Please be aware that this may likewise affect the strictly necessary cookies which are indispensable for the functioning of this website. Consequently, parts of the site may not function correctly if you disable (all) cookies. Furthermore, without cookies our ability to enhance your website experience will be limited. For example, the Cookie Information Message will keep on appearing and language will have to be chosen repeatedly. Another option is to adjust your browser settings to alert you when cookies are being placed.

The website <http://www.allaboutcookies.org/> provides useful general information on cookies.

Third Party

YouTube

We embed videos from our official YouTube channel using YouTube's privacy-enhanced mode. This mode may set cookies on your computer once you click on the YouTube video player, but YouTube will not store personally-identifiable cookie information for playbacks of embedded videos using the privacy-enhanced mode. Read more at YouTube's embedding videos information page.

How do I change my cookie settings?

Many web browsers allow some control of most cookies through the browser settings. To find out more about cookies, including how to see what cookies have been set, visit www.aboutcookies.org or www.allaboutcookies.org. To find information relating to other browsers, visit the browser developer's website.

General

There could be other cookies otherwise than the above stated, and we may update this Cookie Policy from time to time.

Contact

Aarron Monaco, aarron.monaco@site-setup.com

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Cookies FAQ

Cookies - When you visit our web site, we may send "cookies" to your computer. A cookie is a small text file or piece of data that a web site that you visit can place or save onto your computer. Cookies do not themselves contain any personally identifiable information. There are two types of cookies. One saves a file for a longer period of time onto your computer, and it can remain on your computer after you shut it off. Such cookie could, for example, be used to remember the visitors settings on her last visit to that web site. The second type of cookie is called "session cookie." While you are visiting a website, session cookies are temporarily stored in your computer's memory. Session cookies are not stored for a long period of time on your computer, since they disappear when you close your web browser. The "Site-setup.com" web site does use both Session and Persistent cookies.

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