

PRIVACY NOTICE

MAY 2018

GENERAL DATA PROTECTION REGULATION (GDPR)

You may be aware that as a result of a new EU regulation, the General Data Protection Regulation (GDPR), the rules on how we process and protect your personal data are changing from 25th May 2018.

At Cadonix we have always looked after our customers' data carefully and in accordance with the law.

As a valued customer, it is important that you have confidence in the manner in which we treat your company's and your personal information. As a provider of a software tool and hosted platform we generally do not hold personal information, however it is important for us to make you aware of what we do hold.

Essentially, we will only use your company's and your information for the purpose of the following functions to facilitate the scope of the services we provide to you:

1. Sales and Evaluation - For liaising with the individuals to discuss requirements and new product features. These may include the name, email address and phone number of the contacts as well as any notes from previous discussions or meetings.
2. Billing and Invoicing - These are generally organisational level contact details, however we may have a named contact and direct line number / extension.
3. Technical support – In our ticketing system we may have the individual names of employees in your organisation, their email addresses and occasionally their phone numbers.
4. Third Parties – Providing your company's and/or your personal information maintained by us under your express instructions.
5. Marketing – For contacting our customers about offers or events. We maintain a separate marketing list that contains name and email information. Customers may unsubscribe from this list at any time. Doing so does not affect any non-marketing communication we have with our customers.

This GDPR will form part of your Terms and Conditions with us henceforth.

At any time you can contact us regarding the data we hold about you and how we use it.

Should you require any further information, please do not hesitate to get in touch with either your sales representative or at privacy@cadonix.com