

Privacy Policy

This Privacy Policy sets out how Access IT Data Ltd (“we”, “AccessIT”, “us” and/or “our”) collects, uses, and protects any information that our site visitors (“you”, “your”, “Clients”) provide us, and what choices you have regarding that information.

Access IT Data Ltd is committed to ensuring that your privacy is protected. Should we ask you to provide certain information by which you can be identified when using our product or website, then you can be assured that it will only be used in accordance with this privacy statement.

Access IT Data Ltd may change this policy from time to time by updating this page. We will contact you with any updates to this privacy policy to ensure you are informed. This policy is effective from 7th June 2018.

Information we collect

As a UK business specializing in Access Control and Visitor Management tools and processes for our clients, we maintain two roles under GDPR. Most importantly, for our clients we act as a DATA PROCESSOR, but as a business managing customers and prospects, we also act as a DATA CONTROLLER.

Let’s start with our relationship with Clients. We help clients process personal data about people coming onto their site, whether it’s via access control or via visitor management systems. As such we are regarded as a DATA PROCESSOR and with that comes various responsibilities to ensure we treat that data compliantly on a client’s behalf, from how its collected, to how it is stored.

Our Clients are DATA CONTROLLERS, because the data is being collected by a client for the client’s use – in short it might be our system or software, but it’s being used, run and managed by our clients, applying their own data protection policies.

We may collect, use, and store the following types information.

If you are a visitor to our website:

- name and job title
- contact information, including email address
- demographic information such as post code, preferences, and interests
- other information relevant to customer surveys and/or offers

We use Google Analytics to analyze the use of this website. Google Analytics generates statistical and other information about website use by means of cookies, which are stored on users’ computers. The information generated relating to our website is used to create reports about the use of the website. Google will store this information. Google’s privacy policy is available at: www.google.com/privacypolicy.html.

If you are a client or business contact we collect data you voluntarily provide us relevant to the sale, upkeep, and registration of our products. This may include data used to correspond with the clients, such as name, phone number, email address, login information such as passwords and locations, as well as financial information used for payments.

If you are a user of our product or services, we collect information to grant you access and user rights for our products. This may include data such as your name, company name, email address, and your selected password.

If you are a visitor registered by a client using our product, we process data which is collected voluntarily by our clients from you. The data collected is determined by our clients, and is deemed necessary for visitor management purposes and their site security. This may include your name, your company name, the date of your visit, the purpose of your visit, who you are visiting, and other information relevant to the site you are visiting, such as clothing size for protective equipment.

Purpose of Data Processing

All of the data we process is done for the purpose of providing and maintaining our product, and continuously striving to improve our customers experience. We process data on behalf of our clients, in accordance with their security guidelines on each respective site.

What we do with the information we gather

We require this information to understand your needs and provide you with a better service, and in particular for the following reasons:

- Internal record keeping.
- We may use the information to improve our products and services.
- We may periodically send update emails about new products, exclusive offers or other information which we think you may find interesting using the email address which you have provided.
- From time to time, we may also use your information to contact you for market research purposes. We may contact you by email, phone, fax or mail.
- We may use the information to customize the website according to your interests.

Our access control product incorporates visitor management and the processing of data that enables an administrator to identify an individual and provide them with the correct access to a site. All data that is used to manage this is held on local servers run and managed by the client, using an SQL database. Our responsibility is to ensure we have strict protocols for if and how we might access that system on our clients' behalf, for example to run diagnostics or perform an act on the data if the client is unable to.

We do not access this data for any other reason, do not hold any of our clients' data ourselves and therefore never use this data for other purposes or with third parties, except under special circumstances for clients who request integration with other 3rd party databases (e.g. to verify the arrival of a contractor with a contractor agency provider)

Visitor Management

Our stand alone visitor management system processes data that is specified by clients to be required for safe, secure visitor management and site protection. Personal data is taken from clients to ensure they can be identified and accounted for while on site and during an emergency. This system is Cloud based, meaning the data collected by our clients is stored by Access IT Cloud Solutions in the Cloud (using a UK based cloud data storage provider, with dual site servers and 30 day nightly back up of data).

Our responsibility is to assure clients of the secure and robust nature of this data storage provision, and to ensure we have strict protocols for if and how we might access that system or data on our clients' behalf, for example to run diagnostics or perform an act on the data if the client is unable to.

We do not access this data for any other reason, do not hold any of our clients' data ourselves and therefore never use this data for other purposes or with third parties, except under special circumstances for clients who request integration with other 3rd party databases (e.g. to verify the arrival of a contractor with a contractor agency provider).

We do 'remote on' to client visitor management systems from time to time to perform checks and investigate client reported issues. We only do this with permission from our clients and we keep a log of all access times and dates, recording who in the organization access the client system, referencing what prompted the need to access the system.

How do we Secure your data?

We are committed to ensuring that your information is secure. To prevent unauthorized access or disclosure we have put in place suitable physical, electronic and managerial procedures to safeguard and secure the information we collect online.

How Long do we keep the data?

Personal data we process on behalf of our customers will be retained for a period determined to be necessary by our clients, to provide our services and secure their sites. Access IT Data Ltd will retain personal information of clients or business contacts as necessary to comply with our legal obligations, resolve disputes, and enforce our agreements. We will delete all personal data as soon as that data is no longer required for the aforementioned purposes.

Your Rights as a data subject

You have the right to access, request deletion, and object to the data which is collected on yourself.

Need to define this moving forward

You may request details of personal information which we hold about you under the Data Protection Act 1998. If you would like a copy of the information held on you please write to Access IT Data Ltd, Sutton Court, Church Yard, Tring, Herts HP23 5BB.

If you believe that any information we are holding on you is incorrect or incomplete, please write to or email us as soon as possible, at the above address. We will promptly correct any information found to be incorrect.

How we use cookies

A cookie consists of information sent by a web server to a web browser, and stored by the browser. The information is then sent back to the server each time the browser requests a page from the server. This enables the web server to identify and track the web browser.

We use "session" cookies on the website. We will use the session cookies to: keep track of you whilst you navigate the website. Session cookies will be deleted from your computer when you close your browser.

We use Google Analytics to analyze the use of this website. Google Analytics generates statistical and other information about website use by means of cookies, which are stored on users' computers. The information generated relating to our website is used to create reports about the use of the website. Google will store this information. Google's privacy policy is available at: www.google.com/privacypolicy.html.

Most browsers allow you to reject all cookies, whilst some browsers allow you to reject just third party cookies. For example, in Internet Explorer you can refuse all cookies by clicking "Tools", "Internet Options", "Privacy", and selecting "Block all cookies" using the sliding selector. Blocking all cookies will, however, have a negative impact upon the usability of many websites, including this one.

Links to other websites

Our website may contain links to enable you to visit other websites of interest easily. However, once you have used these links to leave our site, you should note that we do not have any control over that other website. Therefore, we cannot be responsible for the protection and privacy of any information which you provide whilst visiting such sites and such sites are not governed by this privacy statement. You should exercise caution and look at the privacy statement applicable to the website in question.

Controlling your personal information

You may choose to restrict the collection or use of your personal information in the following ways:

- Whenever you are asked to fill in a form on the website, look for the box that you can click to indicate that you do not want the information to be used by anybody for direct marketing purposes
- If you have previously agreed to us using your personal information for direct marketing purposes, you may change your mind at any time by writing to Access IT Data Ltd, Sutton Court, Church Yard, Tring, Herts, HP23 5BB or emailing us at info@semieta.com.

We will never sell, distribute or lease your personal information to third parties unless we have your permission or are required by law. We may use your personal information to send you promotional information about third parties which we think you may find interesting if you tell us that you wish this to happen.