PRIVACY POLICY

This is the Privacy Policy of SA Office Systems Limited (“SA”). We are a company registered in England and Wales under number 04547669 and our registered office address is at 195 Caterham Drive, Old Coulsdon Surrey CR5 1JS. SA is based at 46-50 Godstone Road, Whyteleafe, Surrey CR3 0EA. SA is committed to protecting and respecting your privacy.

This Policy shows you what personal information we collect from you and how we make use of it and keep it secure. We can change this Policy at any time, so you should check this page frequently to see any updates. By providing us with information about yourself in the course of doing business with SA you agree to be subject to everything in this Policy. Questions, comments and requests regarding this Policy are very welcome. You may contact us there on 0800 652 0222 or by email to office@saofficesystems.com or letter to our registered office as above if you have any questions about this Policy.

Please read the following carefully to understand our views and practices regarding your information and how we deal with it:

If we obtain any personal data (information that relates to you as an individual person), it is because you have visited our website (www.saofficesystems.com), communicated with us directly for any reason, or if you or the organisation you represent is or will be a customer of SA or of any third party entity which is lawfully permitted to provide your information to us. The only personal data we collect is that which is necessary to deal with your communication or enable SA to conduct business with your organisation. Personal data is likely to only consist of your name, title, email or postal address, telephone number or any password.

How we use your information

We will collect some information automatically to enable us to improve our service and this includes the use of Print Audit. This information includes your IP address. This information will be anonymous and so will not be personal data. Otherwise your information is used by SA to ensure that our service to you, is presented in the most effective way for you and your printers, to provide you with any technical support and of course to give you the information you request from us or which we feel may interest you, where you have consented to be contacted for such a purpose.

We may send messages to customers via email as in the past to collect information such as meter readings, or to sent invoices, and statements.

Who has access to your information?

We will not share your information with third parties for marketing purposes.

You consent to us transferring your information to third parties if we buy or sell any business or assets to a third party, or as part of a lease enquiry or credit check only for legitimate business reasons only.

We may also share your information with third parties if it is absolutely necessary (such as courier companies for delivery of goods) for the sake of protecting the rights, property or safety of SA and of our customers or if we need to disclose the information to help resolve a complaint or investigation that arises from your use of our website or your customer relationship with SA.

Transferring your information abroad

No information will be transferred abroad. We only deal within the UK.

How you can access and update your information

The accuracy of your information is important to us. If you notice that the information we hold about you is no longer correct, please let us know, immediately.

You have the right to ask for a copy of the information we hold about you. Please contact us on the details above to make this request.

Security precautions in place to protect the loss, misuse or alteration of your information

We take technical and organisational steps to ensure any information you give us is treated securely. Your information held by SA is held on servers which are part of the Microsoft Suite of Cloud solutions. Our servers are in the UK.

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