

Privacy policy Sophia Quality and Regulatory Consultancy (SQRC)

This privacy policy is applicable to all services SQRC offers. Through using our services, you accept our privacy policy. SQRC respects the privacy of its clients, potential clients, vendors or contractors and all other users and ensures that all the personal data you provide us is treated with confidentiality.

How do we use your information?

We may collect personal information from individuals through our websites or by other means (such as email, fax, mail, phone).

If you contact us with questions, requests, or comments through a “Contact Me” link on the SQRC website or through the general contact information on the website, or sign an agreement with SQRC, we collect the personal information you give us such as your name, address, e-mail address etc.

When you send us emails or other messages, it is possible that these messages are stored. Sometimes we will ask you for personal information pertaining to the situation. This enables us to optimally process your enquiries and answer your questions. The information is stored on SQRC secure servers or those of a third party.

Consent

When you provide your personal information to complete a transaction, you automatically consent that we collect your data and use it for that specific reason only. We can ask for your personal information to be used for secondary reasons (e.g. marketing purposes) but this will require your explicit consent. If we ask for your consent to process your personal information, you may withdraw your consent at any time by contacting us using the details at the end of this Privacy Policy.

Security

In proportion to the sensitivity of the information, we maintain reasonable administrative, technical and/or physical safeguards and appropriate security measures to protect personal information from loss, misuse or unauthorized access, disclosure, alteration, or destruction of the information you provide. However, we cannot guarantee the security of your personal information, as no electronic data transmission or storage of information is completely secure. If an incident is reported affecting your information, we will investigate and comply with all required reporting obligations.

Our website and communications may provide links to other websites. To the extent that any linked services are not provided by SQRC, we are not responsible for the services, or any of the content found on these websites. We encourage you to read the privacy policies of websites that you visit before submitting personal information.

Retention of personal data

We will keep your personal information for as long as we have a relationship with you. Once our relationship with you has come to an end, we will retain your personal information for a period that comply with record retention requirements under the law. We will delete your personal information when it is no longer required for these purposes.

Changes

We may modify or update this Privacy Policy from time to time. We will always indicate at the top of the Policy when it was most recently updated. If we substantially change this Privacy Policy, we will notify you of the changes. Any changes will be effective immediately upon the posting unless otherwise indicated. Where changes to this Privacy Policy will have a fundamental impact on the nature of processing or otherwise have a substantial impact on you, we will give you sufficient advance notice so that you will be able to exercise your rights.

If you have any questions or comments about this Privacy Policy or if you would like us to remove or update information we have about you or your preferences, please contact us at sophia@sqrc.eu.