
Data Privacy Policy

Version 1.0 – February 2024

Introduction DotEcon is committed to protecting the privacy and security of personal data collected from our suppliers and customers in accordance with and disclosure of personal data in compliance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

This policy outlines how we collect, use, store, and disclose personal data, and the measures we take to ensure its protection.

Data Controller DotEcon Ltd is the data controller for the personal data processed in connection with our services. Our contact details are as follows:

Address: DotEcon Ltd, 17 Welbeck Street, London W1G 9XJ

Email: info@dotecon.com

Phone: +44 20 7467 2070

Data Collection We collect personal data from suppliers and customers for the purpose of managing business relationships, providing services, and fulfilling contractual obligations.

This data will typically include (but is not limited to):

- name;
- contact information (email address, phone number, address);
- company name and job title; and
- financial information (bank details, payment information).

Data Usage Personal data collected from suppliers and customers is used for the following purposes:

- communicating with customers as necessary for the delivery of our service and the management of projects;
- communicating with suppliers and customers regarding our services;
- processing orders, invoices, and payments;
- complying with legal and regulatory obligations;
- improving our products and services;

Data Storage and Security We store personal data securely and take appropriate measures to protect it from unauthorised access, disclosure, alteration, or destruction.

Access to personal data is restricted to authorised personnel only, and we implement technical and organisational measures

(including encryption and secure servers) to safeguard data integrity and confidentiality.

Data Sharing and Disclosure

We will not sell, rent, or trade your personal data. However, we may share personal data under the following circumstances:

- Service providers: We may share data with trusted third-party service providers who assist us in delivering services, such as IT support, data storage, and payment processing. These parties are bound by contractual obligations to protect your data.
- Legal Obligations: We may disclose data when required by law or in response to valid legal processes, such as subpoenas or court orders.

International Data Transfers

In certain circumstances, your personal data may be transferred outside the UK. In such cases, we ensure adequate safeguards are in place, such as Standard Contractual Clauses (SCCs) or adequacy decisions in line with UK GDPR, to protect your data

Data Retention

Personal data will be retained only for as long as necessary to fulfil the purposes for which it was collected, or as required by applicable laws and regulations.

We regularly review and update our data retention practices to ensure compliance with GDPR principles.

Data Subject Rights

Under UK GDPR, you have the following rights regarding your personal data:

- Access: Request access to your personal data and obtain a copy.
- Correction: Request correction of inaccurate or incomplete data.
- Deletion: Request deletion of personal data under certain circumstances.
- Restriction: Request restriction of data processing.
- Objection: Object to processing based on legitimate interests.
- Portability: Request data in a portable format.

To exercise your rights, please contact us using the contact information provided above. We will respond to all legitimate requests within one month.

Consent

By providing personal data to DotEcon, suppliers and customers consent to the collection, use, and disclosure of their data as described in this policy.

Consent may be withdrawn at any time by contacting us at the address above.

Policy Updates

We may update this privacy policy from time to time to reflect changes in our data processing practices or legal requirements.

Any updates will be communicated to suppliers and customers through appropriate channels.

*Contact
Information*

If you have any questions or concerns regarding this privacy policy or our data handling practices, please contact us at: the address above.

Alternatively, you may contact the Information Commissioner's Office (ICO) if you have concerns about our data processing practices:

<https://ico.org.uk>, Helpline: 0303 123 1113