

PRIVACY NOTICE

A Cube TIC Limited is an Accredited Certification Body offering auditing and Certification services across a range of International Management System/Product Standards, in countries around the globe.

This Privacy Policy explains how we use any personal information we collect from you during the Certification process, from Application through to Certificate Issue.

What information do we collect about you?

During the Application process we collect information about your organisation to enable us to determine our capability to deliver Accredited Certification in line with the requirements of International Management System Standards, at this point the only personal information collected will be:

- Name
- Address
- Email
- Telephone number

During the Auditing process we are required to record the names and positions of personnel in attendance at the Opening and Closing Meetings.

We process your personal data based on the following legal grounds:

Performance of a contract; Compliance with legal obligations; Our legitimate interests; Your consent, where applicable.

How do we process information about you?

We process your personal data by paper, electronic and semi-automated means.

Paper: Manual handling and storage of physical documents; Electronic: Digital storage and management of data using computer systems; Semi-automated: A combination of manual and automated data handling processes.

All of your data is processed with human intervention. We do not use automated tools and software to process data without human intervention.

How we use and retain information about you including any 3rd party?

The information you provide us is only used to allow Entities A Cube TIC Limited corporate group for internal administrative purposes. Third-party vendors who perform services on our behalf, such as IT support, data hosting. When required by applicable legal authorities verifying during the Certification Process and this information is only available to A Cube TIC Limited's Accreditation Bodies, during their annual compliance audits or necessary to protect our rights. These Accreditation Bodies and other party ensure confidentiality through strict 'Non-Disclosure' agreements.

We retain your personal data for as long as necessary to fulfil the purposes for which it was collected, including duration of our business relationship; Compliance with applicable legal and accreditation requirements, tax, and accounting requirements; Resolution of disputes or enforcement of our agreements. Specific retention periods vary depending on the type of data and applicable laws.

Data Transfers to Non-EU Countries

We may transfer your personal data to countries outside the European Union (EU) to:

Ensure the performance of a contract between you and us or the implementation of pre-contractual measures taken at your request. Fulfil a contract between us and another entity in your interest. Protect your vital interests or those of another person, where you are physically or legally incapable of giving consent.

In such cases, we will ensure appropriate safeguards are in place to protect your data in accordance with applicable data protection laws.

Consequences of Not Providing Data

Providing your personal data is often necessary to enter into a contract with us or to receive our services. If you choose not to provide the required data, you may be unable to benefit from our services or fulfil contractual obligations.

Access to your information and correction

You have the right to request a copy of the information that we hold about you. If you would like a copy of some or all your personal information, please email or write to us at the following address. you have the following rights under applicable data protection laws:

Access: The right to request access to your personal data and obtain information about how it is processed.

Rectification: The right to request correction of inaccurate or incomplete data.

Erasure: The right to request deletion of your data under certain circumstances.

Restriction: The right to request the restriction of processing of your data.

Data portability: The right to receive your data in a structured, commonly used, and machine-readable format and transmit it to another controller.

Objection: The right to object to the processing of your data for direct marketing purposes or on grounds relating to your particular situation.

Withdrawal of consent: The right to withdraw your consent at any time, where processing is based on consent.

For any inquiries or to exercise your rights, please contact us below.

We want to make sure that your personal information is accurate and up to date, and you may ask us to correct or remove information you think is inaccurate, again contact us at the address below.

Changes to our privacy policy

We keep our privacy policy under regular review and we will place any updates on our corporate website

How to contact us

Please contact us if you have any question s about our privacy policy or information, we hold about you:

Email: k.bashar@acubetic.com

Or write to us at: A Cube TIC Limited Ltd, Unit 5 Middle Bridge Business Park, Bristol Road, Portishead BS20 6PN