

Included-Inc Ltd - Privacy Policy

Included-Inc respects your privacy and is committed to protecting your personal data. This privacy notice will inform you as to how we look after your personal data and tell you about your privacy rights and how the law protects you.

Topics:

- Changes to our privacy policy
- Who are we?
- How to contact us?
- How to contact the relevant authority?
- What data do we collect?
- How do we collect your data?
- How will we use your data?
- How do we store your data?
- Marketing
- What are your data protection rights?
- What are cookies?
- How do we use cookies?
- What types of cookies do we use?
- How to manage your cookies

Changes to our privacy policy

Included-Inc keeps its privacy policy under regular review and places any updates on this web page. This privacy policy was last updated on **29th June 2020**.

Who are we?

Included-Inc is responsible for your personal data (collectively referred to as "Included-Inc", "we", "us" or "our" in this privacy notice). We are a Company Registered in England and Wales Reg. No. 12171427

How to contact us

We do not have a data protection officer (DPO), but if you have any questions about our privacy policy, the data we hold on you, or you would like to exercise one of your data protection rights, please do not hesitate to contact us.

Email us at: info@included-inc.com

How to contact the appropriate authority

You have the right to make a complaint at any time to the Information Commissioner's Office (ICO), the UK supervisory authority for data protection issues (www.ico.org.uk). We would, however, appreciate the chance to deal with your concerns before you approach the ICO, so please contact us in the first instance.

What data do we collect?

Included-Inc collects the following data:

- Personal identification information (Name, email address, phone number)

How do we collect your data?

You directly provide Included-Inc with most of the data we collect. We collect data and process data when you:

- Voluntarily connect with us via email.
- Engage our team for solutions through our products or services.

How will we use your data?

Included-Inc collects your data so that we can:

- Engage in conversation with you.
- Email you regarding relevant products and services we think may be of interest to you.

At Included-Inc, we do not share your data with third parties.

How do we store your data?

Included-Inc has put in place appropriate security measures to prevent your personal data from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. In addition, we limit access to your personal data to our employees who have a business need to know. We have put in place procedures to deal with any suspected personal data breach and will notify you and any applicable regulator of a breach where we are legally required to do so.

We will only retain your personal data for as long as necessary to fulfil the purposes we collected it for, including for the purposes of satisfying any legal, accounting, or reporting requirements. By law we have to keep basic information about our clients (including Contact, Identity, Financial and Transaction Data) for six years after they cease being clients for tax purposes.

Marketing

Included-Inc would like to send you information about products and services of ours that we think you might like. If you have agreed to receive marketing, you may always opt out at a later date. You have the right at any time to stop Included-Inc from contacting you for marketing purposes. If you no longer wish to be contacted for marketing purposes, please email info@included-inc.com

What are your data protection rights?

Included-Inc would like to make sure you are fully aware of all your data protection rights. Every user is entitled to the following:

The right to access – You have the right to request Included-Inc for copies of your personal data. We may charge you a small fee for this service.

The right to rectification – You have the right to request that Included-Inc correct any information you believe is inaccurate. You also have the right to request Included-Inc to complete the information you believe is incomplete.

The right to erasure – You have the right to request that Included-Inc erase your personal data, under certain conditions.

The right to restrict processing – You have the right to request that Included-Inc restrict the processing of your personal data, under certain conditions.

The right to object to processing – You have the right to object to Included-Inc's processing of your personal data, under certain conditions.

The right to data portability – You have the right to request that Included-Inc transfer the data that we have collected to another organization, or directly to you, under certain conditions.

If you make a request, we have one month to respond to you. If you would like to exercise any of these rights, please contact us at our email: info@included-inc.com