

# SQL SALES



## PRIVACY POLICY

Effective Date: 1<sup>st</sup> January 2024



# Contents

1.	INTRODUCTION	3
2.	SCOPE	3
3.	DATA WE COLLECT	3
4.	HOW WE USE YOUR DATA	3
5.	LEGAL BASIS FOR PROCESSING	3
6.	DATA SHARING AND DISCLOSURE	4
7.	INTERNATIONAL TRANSFERS	4
8.	DATA SECURITY	4
9.	DATA RETENTION	4
10.	YOUR RIGHTS	4
11.	UPDATES TO THIS POLICY	4
12.	CONTACT US	5



## 1. INTRODUCTION

1.1 SQL-Sales Ltd a company registered in England under number 15003740 whose registered office is at Pi House 40A London Road, Gloucester, GL1 3NU is committed to protecting the privacy and security of your personal data. This Privacy Policy explains how we collect, use, and safeguard your information in compliance with Data Protection Laws.

## 2. SCOPE

2.1 This policy applies to all personal data we process about our customers, users, employees, and other individuals. It outlines your rights and our obligations regarding your data.

## 3. DATA WE COLLECT

3.1 We may collect information that identifies you ("Personal Data"), such as:

- Name and contact details
- Salesforce Organisation Id(s)
- Identification numbers
- Online identifiers
- Location data
- Any other information relevant to providing our services to you

## 4. HOW WE USE YOUR DATA

4.1 Your Personal Data is used to:

- Provide, improve, and personalize our services
- Communicate with you, including sending updates or offers
- Comply with legal obligations
- Protect your and our rights

## 5. LEGAL BASIS FOR PROCESSING

5.1 We process your data based on:

- Your consent
- The need to fulfill a contract with you
- Legal requirements
- Our legitimate business interests, which do not override your rights



## 6. DATA SHARING AND DISCLOSURE

6.1 We only share your data with:

- Service providers acting as processors who provide IT and system administration services
- Professional advisers including lawyers, bankers, auditors, and insurers
- Authorities that require reporting of processing activities in certain circumstances

## 7. INTERNATIONAL TRANSFERS

7.1 We store and process data within the UK/EEA. Any transfer outside these regions is subject to adequate protections as defined by Data Protection Law.

## 8. DATA SECURITY

8.1 We have put in place appropriate security measures to prevent your personal data from being accidentally lost, used, or accessed in an unauthorized way.

## 9. DATA RETENTION

9.1 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.

## 10. YOUR RIGHTS

10.1 You have rights under data protection laws regarding your personal data, including the right to access, correct, erase, object to processing, and request data portability.

## 11. UPDATES TO THIS POLICY

11.1 Notice of Changes: We reserve the right to update this Privacy Policy at any time to reflect changes in our practices, to remain compliant with applicable laws, or to improve clarity for our users. When we make significant changes, we will notify you as follows:

- For Web Users: By posting the updated policy on our website and indicating the date of the latest revision.
- For Registered Users or Clients: By sending an email with details of the changes to the email address you have provided to us, or through other communication channels as appropriate.
- For Document Holders: If you have a physical or digital copy of this policy not accessed through our website, we recommend checking the latest version on our website [here](#) or contacting us directly to enquire about any updates.



- We encourage you to review this Privacy Policy periodically to stay informed about how we are protecting the personal data we collect.

## 12. CONTACT US

12.1 If you have any questions about this Privacy Policy, please contact our Data Protection Officer at [support@sql-sales.com](mailto:support@sql-sales.com).

