

Privacy Policy - DSA

Effective Date: May 25, 2018

Assistive Solutions Ltd (“we,” or “us”) acknowledges that you care how information about you is used and shared. This Privacy Policy explains what information of yours will be collected by Assistive Solutions when you access our services or submit data via our website, how your information will be used, and how you can control the collection, correction and/or deletion of information. We will not use or share your information with anyone except as described in this Privacy Policy. This Privacy Policy covers the information we collect about you when you use our website or access any of our services.

1. Information We Collect.

(a) We collect information about you when you provide it directly to us either by email or telephone, for example when placing an order for your DSA Computer Equipment.

(a) Our Service: We collect personally identifiable information about you, such as your Funding Body Reference Number, full name, email address, postal address, contact telephone numbers, HEP particulars and Course Particulars, when you contact us to place your order. If you choose to purchase a product from us, we or our third-party payment processors will collect your payment information. We do not send any promotional emails; however, we may occasionally send you service related emails to request feedback about the service you received.

(b) Cookies And Tracking Technologies: We do not use Technologies such as: cookies, beacons or tags.

(c) Log File Information: Log file information is automatically reported by your browser or mobile application each time you access our website. For example, when you access our website, our servers automatically record certain information that your web browser sends whenever you visit any website. These server logs may include information such as your operating system, browser type, referring / exit pages and URLs, and number of clicks, domain names, landing pages, pages viewed and other such information. We do not link this automatically-collected data to personally identifiable information.

(d) Access And Retention Of Data Controlled By Our Customers: An individual who is a current or former customer of Assistive Solutions who seeks access or wishes to correct, amend or delete inaccurate data should direct his query to admin@as-dsa.com. If we receive a request under this provision, we will acknowledge it within seventy-two (72) business hours and handle it promptly and as required by law. We will retain personal data we process on behalf of our customers for as long as needed to provide our services. Assistive Solutions will retain this personal information as necessary to comply with our legal obligations, resolve disputes and enforce our agreements.

2. How We Use Your Information.

We use the information that we collect to provide our customers with Services, send you communications and respond to your questions and concerns.

3. How We Share Your Information.

(a) Personally Identifiable Information: Assistive Solutions will not rent or sell your personally identifiable information to others. We may store personal information in locations outside the direct control of Assistive Solutions (for instance, on backup servers or databases co-located with hosting providers). No personally identifiable information will be made publicly available.

(b) Sharing your Personally Identifiable Information to fulfil contractual obligations: We may share personally identifiable information with carefully selected third parties, such as Software Companies and Insurance Providers strictly for the purpose of providing our Services as per your Funding Letter agreement, for example to purchase software or to set up insurance policy for your equipment. Personally identifiable information shared with third parties may include details such as your full name, email address, telephone number, postal address and HEP details. We will also share your information where we are required to fulfil our contractual obligations to the Funding Body; we may disclose information about you and how you access our services, for example the number of NMH Sessions you have accessed. We may share information with external Auditors within the requirements of the DSA-QAF and NMH Frameworks.

(c) Instances Where We Are Required To Share Your Information: Assistive Solutions will disclose your information where required to do so by law, if subject to subpoena or other legal proceeding or if we reasonably believe that such action is necessary to (a) comply with the law and the reasonable requests of law enforcement; (b) to enforce our Terms of Service or to protect the security or integrity of our Service; and/or (c) to exercise or protect the rights, of Assistive Solutions, our users or employees.

(d) Non-Personally Identifiable Information: We share non-personally identifiable information (such as anonymous KPI data, usage data, referring/exit pages and URLs, platform types, number of clicks, etc.) with third parties to help us/ them understand the usage patterns of the Website and Services. We may summarise such usage data and publish it on our Website or in our marketing materials. Such usage data will consist solely of non-personally identifiable information. Non-personally identifiable information may be stored indefinitely.

(e) What Happens In The Event Of A Change Of Control: We may buy or sell/divest/transfer the company (including any shares in the company), or any combination of its products, services, assets and/or businesses. Your information such as customer names and email addresses, and other User information may be among the items sold or otherwise transferred in these types of transactions. We may also sell, assign or otherwise transfer such information in the course of corporate divestitures, mergers, acquisitions, bankruptcies, dissolutions, reorganisations, liquidations, similar transactions or proceedings involving all or a portion of the company. You will be notified via email and/or a prominent notice on our Site of any change in ownership or uses of your personal information, as well as any choices you may have regarding your personal information.

4. Storage and Processing. Your information collected through the Assistive Solutions Website may be stored in the United Kingdom, or any other country in which Assistive Solutions or its service providers maintain facilities. Assistive Solutions may transfer information that we collect about you, including personal information, to affiliated entities, or to other third parties across borders and from your country or jurisdiction to other countries or jurisdictions around the world. We will not transfer information, including personal information, to a country and jurisdiction that does not have the same data protection laws as your jurisdiction.
5. How We Protect Your Information. Assistive Solutions are concerned with protecting your privacy and data, but we cannot ensure or warrant the security of any information you provide to us or guarantee that your information may not be accessed, disclosed, altered or destroyed by breach of any of our industry standard physical, technical or managerial safeguards. When you enter sensitive information (such as your name and email address) on our website forms, we encrypt that information using secure socket layer technology (SSL). No method of transmission over the Internet or method of electronic storage is 100% secure. Therefore, we cannot guarantee its absolute security. If you have any questions about security on our Site, you can contact us at admin@as-dsa.com. We use an outside payment processing company when you purchase services. These companies do not retain, share, store or use personally identifiable information for any other purposes.

6. **Privacy Shield.** Assistive Solutions complies with the EU Data Protection Directive 95/46/EC framework as set forth by the European Union regarding the collection, use, and retention of personal data from European Union member countries and Switzerland. Assistive Solutions has certified that it adheres to the requirements of notice, choice, onward transfer, security, data integrity, access and enforcement.
7. **Compromise of Personal Information.** In the event that personal information is compromised as a breach of security, Assistive Solutions will promptly notify our customers in compliance with applicable law.
8. **Data Access, Correction, Deletion, and Opt Out.** For current Assistive Solutions customers, you can review, correct, update or delete inaccuracies to the information about you that Assistive Solutions keeps on file by logging into your account to update your password and other information. Alternately, you can contact us directly at admin@as-dsa.com. We will acknowledge your request within seventy-two (72) hours and handle it promptly and as required by law. We will retain your information for as long as your account is active or as needed to provide you services. We will retain and use your information as necessary to comply with our legal obligations, resolve disputes and enforce our agreements.
9. **Children's Privacy.** Protecting the privacy of young children is especially important. For that reason, Assistive Solutions does not knowingly collect or solicit personal information from anyone under the age of 13. In the event that we learn that we have collected personal information from a child under age 13, we will delete that information as quickly as possible. If you believe that we might have any information from or about a child under 13, please contact us at admin@as-dsa.com
10. **Notification Procedures.** It is our policy to provide notifications, whether such notifications are required by law or are for marketing or other business related purposes, to you via email or through conspicuous posting of such notice on the Website, as determined by Assistive Solutions in its sole discretion. We reserve the right to determine the form and means of providing notifications to you, provided that you may opt out of certain means of notification as described in this Privacy Policy.
11. **Links to Other Web Sites.** We are not responsible for the practices employed by websites or services linked to or from the Assistive Solutions Website, including the information or content contained therein. Please remember that when you use a link to go from the Assistive Solutions Website to another website or service, our Privacy Policy does not apply to third-party websites or services. Your browsing and interaction on any third-party website or service, including those that have a links on our website, are subject to that third party's own rules and policies.

Social Media Widgets: Our Site does not include social media features, such as the Facebook Like button or other widgets.

12. **Changes to Our Privacy Policy.** When we change the policy in a material manner, we will let you know via email and/or a prominent notice on our Site, prior to the change becoming effective and update the 'effective date' at the top of this document.

If you have any questions about this Privacy Policy, the practices of this Site, or your dealings with this website, please contact us at admin@as-dsa.com.