



Data Protection Statement and Policy for Axis Business Services

Registered Number 4343227

Axis Telecom Limited t/a Axis Business Services is registered under the Data Protection Act 1998, Registration Number: Z8528623

As part of our arrangement with you, Axis Telecom Limited (“we”, or “us”, or “our” or “Axis Business Services”) has certain obligations under privacy laws, including the Data Protection Act (the “Act”) to notify individuals how it will process any personal information it collects about them.

This Notice will inform you of what personal information we collect, how that information is used, where it is transferred, and how you may view and amend such information. You may be assured that we will treat all personal information as confidential and will not process it other than for a legitimate purpose. Steps will be taken to ensure that the information is accurate, kept up to date and not kept for longer than is necessary. Measures will also be taken to safeguard against unauthorised or unlawful processing and accidental loss or destruction or damage to the information.

Axis Telecom follows the eight data protection principles of good information handling.

Personal information is always:

- Fairly and lawfully processed;
- Processed for specified purposes;
- Adequate, relevant and not excessive;
- Accurate and, where necessary, kept up to date;
- Not kept for longer than is necessary;
- Processed in line with the rights of the individual;
- Kept secure; and
- Not transferred to countries outside the European Economic Area unless the information is adequately protected

What sort of personal information is covered by the Data Protection Act?

Broadly, the Act covers any information that relates to living individuals which is held on computer. For example, this may include information such as name, address, date of birth and opinions about the individual or any other information from which the individual can be identified.

This list does not include all the information that is covered by the Act. For a complete definition, please see “Determining what personal data is and frequently asked questions about relevant filing systems” which are both available at http://www.ico.gov.uk/for_organisation/data_protection/the_guide.aspx

Depending upon the types of products and services you require, the information collected and processed may also contain “**sensitive professional data**” for the purposes of the Act.