



AGILE BUSINESS  
INTEGRITY  
SOLUTIONS

ABIS Holding Energy Services Ltd

## PRIVACY POLICY

**ABIS Holdings Energy Services Ltd** is committed to protecting your privacy. We will only use the information we collect about you lawfully (in accordance with the Data Protection Act 1998). We collect information about you for 2 reasons: firstly, to process your order and secondly, to provide you with the best possible service.

We will not e-mail you in the future unless you have given us your consent.

We will give you the chance to refuse any marketing email from us or from another company in the future.

The type of information we will collect about you includes:

your name, position and company name

address

phone number

email address

your website address

The information we hold will be accurate and up to date. You can check the information that we hold about you by contacting us. If you find any inaccuracies, we will amend it promptly upon request. If you want it to be removed, please contact us.

The personal information which we hold will be held securely in accordance with our internal security policy.

If we intend to transfer your information outside the EEA (European Economic Area) we will always obtain your consent first.

If we decide to change our privacy policy, we will post those changes on this page so that you are always aware of what information we collect, how we use it and under what circumstances we disclose it.

### **How does ABIS Holdings Energy Services Ltd protect customer information?**

Our website is securely hosted and we have placed our client database in a secure area that is not accessible to outside parties. Furthermore, as required by the UK Data Protection Acts of 1984 and 1998, we follow strict security procedures in the storage and disclosure of information that you have given us, to prevent unauthorised access. Our security procedures mean that we may occasionally request proof of identity before we are able to disclose sensitive information to you.

ABIS Energy Holdings Issue 1: 1<sup>st</sup> July 2016

DATA\Quality Management System\Policies\



ABIS Holding Energy Services Ltd

**Tell us what you think**

***ABIS Holdings Energy Services Ltd*** welcomes your questions and comments about privacy and security.

Please contact us with any comments you may have.