

Privacy Policy

VOIspeed Ltd, is a telecoms business based in St. Albans, UK, part-owned by an Italian software company, Team System.

The policy statement below explains **how VOIspeed Ltd use your information and who this data is shared with**.

What information do we collect about you as a client?

We collect administrative data about you when you register with us as a client. If you sign a contract with us we collect bank details and other financial data when you set up an account including direct debit information, and IT information to provide our services with technical support. We also collect your email address to send you any technical updates, technical faults, and administrative information.

How will we use client information?

We will share the **addresses of our clients with our VoIP providers** so that the emergency services can locate the office of our clients based on their phone numbers. We do not share data on your IT infrastructure with third party providers, and have a separate form for permission to share data with telephone number porting authorities.

We also share our clients' **financial information** with our direct debit processor, and occasionally enter credit card payments, however we follow the PCI DSS regulations and do not store or record credit card information.

Marketing

We would like to send you information about products and services, such as the latest features and software updates which may be of interest to you. If you have consented to receive marketing material via email, you may opt out at a later date. You have a right at any time to stop us from contacting you for marketing purposes. If you no longer wish to be contacted for marketing purposes, please contact us (see below).

E-newsletter and emails: We use a third-party providers, Mailchimp to deliver our monthly e-newsletters. For more information, please see Mailchimp's privacy notice.

Word of mouth referrals: we have a campaign where people give us potential clients names and numbers. This personal data is used once to contact the prospect, as an introduction from the person who has made the referral, and then the data is deleted.

Phone Data: We may collect data on calls via our VOIspeed phone system, which has functionalities that allow us to be GDPR compliant like increased security encryption for sensitive data, GDPR

control panel to personalise security parameters, and the 'right to be forgotten'. If you want to be erased from our phone records please contact us (**see below**).

Access to your information and correction

You have the right to request a copy of the information that we hold about you (Subject Access Request). If you would like a copy please contact us (see below). We shall respond to you within 15 days with details of the information we hold, why we are holding it, who it could be disclosed to and send you a copy of this information. We want to make sure that your personal information is accurate and up to date, so please ask us to correct or remove information you think is inaccurate.

Deleting Data

Under GDPR you have a 'right to be forgotten'. If you wish for VOIspeed **to erase your data**, please email: info@voispeed.co.uk with DELETE DATA in the title or call us on 01727848186. We shall deal with this request within a month.

Changes to our privacy policy

We keep our privacy policy under regular review and will place any updates on this web link. This privacy policy was last updated on 2 May 2018.

How to contact us

Please contact us if you have any questions about our privacy policy or information we hold about you:

By emailing: info@voispeed.co.uk

By writing to: VOIspeed Ltd, 26 London Road, St. Albans. AL1 1NG