

FORMABILITY PRIVACY POLICY

AuditForm is a product of Formability Ltd, a UK company based in Bury, Lancashire. This privacy policy sets out how Formability uses and protects any information that you give Formability when you use this website.

Formability is committed to ensuring that your privacy is protected. Should we ask you to provide certain information by which you can be identified when using this website, then you can be assured that it will only be used in accordance with this privacy statement.

Formability may change this policy from time to time by updating this page. You should check this page from time to time to ensure that you are happy with any changes. This policy is effective from Nov 26,2012.

(1) What information we collect?

We collect and store the following information:

- contact information including email address when requesting and creating a user account
- information as entered by the user to manage an account
- information gathered whilst processing information within your account.

(2) What we do with the information we gather?

This information is solely stored for the purpose of supporting the account for which it was gathered. It is not used for any other purpose, and is often covered by a Non Disclosure Agreement (NDA).

(3) Security

We are committed to ensuring that your information is secure. In order to prevent unauthorised access or disclosure, we have put in place suitable physical, electronic and managerial procedures to safeguard and secure the information we collect online or via a hand-held data collection device such as a tablet or smartphone.

(4) How we use cookies

A cookie is a small file which asks permission to be placed on your computer's hard drive. Once you agree, the file is added and the cookie helps analyse web traffic or lets you know when you visit a particular site. Cookies allow web applications to respond to you as an individual.

We use traffic log cookies to identify which pages are being used, and to hold information about the session for user navigation purposes.

Overall, cookies help us provide you with a better website. A cookie in no way gives us access to your computer or any information about you, other than the data you choose to share with us.

You will not be able to work within your account unless cookies are enabled. Most web browsers automatically accept cookies, but you can usually modify your browser setting to decline cookies if you prefer. This may prevent you from taking full advantage of the website.

(5) Links to other websites

Our websites may contain links to other websites of interest. However, once you have used these links to leave our site, you should note that we do not have any control over that other website. Therefore, we cannot be responsible for the protection and privacy of any information that you provide whilst visiting such sites and such sites are not governed by this privacy statement. You should exercise caution and look at the privacy statement applicable to the website in question.

(6) Controlling your personal information

We will not sell, distribute or lease your personal information to third parties unless we have your permission or are required by law to do so. You may request details of personal information that we hold about you under the UK Data Protection Act 1998. If you would like a copy of the information held on you please write to Formability Ltd, Barcroft Street, Bury, Lancashire, BL9 5BT or contact us by email at support@formability.co.uk

If you believe that any information we are holding on you is incorrect or incomplete, please write to or email us as soon as possible, at the above address. We will promptly correct any information found to be incorrect.