T-Scan Privacy Notice.

1. Introduction/Overview:

T- Scan Limited is a limited company incorporated in England and Wales. Company Registered Number 07485798. Registered Office, Slaters Chartered Accountants, Lymore Villa, 162A London Road, Chesterton, Newcastle-Under- Lyme, Staffordshire, ST5 7JB.

Contact Details:customersupport@t-scansolutions.com Tel: 0800 043 1416

We collect minimal personal information directly from users such as your name and limited contact details (email and contact number) for the sole purpose of providing a system generated alarm for excursions and notification services (including system generated updates and important information pertaining to T-Scan). We use Cookies to ensure the integral functioning of our website, but they do not collect or track personal data. Further details regarding the services provided by T-Scan Limited can also be obtained from your T-Scan Administrators or General Users.

A copy of this Privacy Notice is also available on the T-Scan Website 'tscanweb' www.tscanweb.com.

2. Information Collected and How Long We Keep It:

To access the T-Scan system your Institutions' Company Administrator, Department Administrator or General User has/ will provide T-Scan with a valid name and email address either through the system or by contacting T-Scan Customer Support. The first time you log onto the T-Scan 'tscanweb' Website you will be asked to agree to this Privacy Notice to proceed:

1. Email for setting up your UserID.
2. Email for receiving system alarms and notifications or updates by email.
3. Mobile number to receive SMS system alarms and notifications or updates.
4. Mobile or Landline number to receive Voice system alarms and notifications or updates.

IN THE EVENT YOU DO AGREE:
In addition to the Email required for your UserID, you may choose one, two or all three channels (EMail, SMS, Voice) to receive system alarms, notifications and important updates. Whilst the choice remains yours, T-Scan does recommend that you elect to deploy as many system alarm and notification channels as you can make available.

In addition to authorised T-Scan Staff please note that any Company Administrators, Department Administrators, General Users assigned to your Department and/ or Alarm Groups or Basic Users assigned to your Department and/ or Alarm Groups will be able to view these details.

Alternatively, you may choose to receive no system alarms, system notifications or updates by not providing any such contact details. This means you will not be notified in the event of any system alarms, notifications or updates. T-Scan will inform the Company Administrators, Department Administrators or General Users of your preference.

Please note that should you choose not to receive system alarms, system notifications or updates your USERID for an account set-up does require a valid email and name. These would, however, not

be used for system alarms, system notifications or updates unless we are obliged to contact you as a consequence of a legal requirement.

The T-scan system will retain your **Name, Email Address,** and any **Mobile Phone Number or Landline Number** provided for 10 years post user account deactivation of your account or Site unless removal is specifically requested (see Section 6) to maintain audit trails for Regulatory Bodies

IN THE EVENT YOU DO NOT AGREE:

If you do not agree to the Privacy Notice your details will be removed entirely from the system within one (1) calendar month from when you receive the first email with your login details.Your Department/ Company Administrator or General User will have to re-register you should you wish to join the system.

3. Information Use:

The information we collect (UserID Email, Name, Alert Email and Phone Number) will be used for the sole purpose of providing either

  a. Authentication of your log-in credentials and assignment of account access level

  b. Alarm Notifications in the event that a T-Scan Monitored appliance in any Alarm Group you are assigned to by your Department Administrator or advised by a General User goes out of its specified range/time limits, or

  c. Notifications such as the Stale Data Alerts if a sensor has not reported in the appropriate company specific time limits applied by your Company Administrator or advised by a General User, or

  d. Updates pertaining to T-Scan system function, the system or server, maintenance and any changes made to your account settings.

These notifications will take the form of either a SMS text message, Email or Phone call depending on your chosen preferences and the site settings.

4. Information We Share:

T- Scan does not share any of your personal information with 3rd parties for the purposes of marketing.

T-Scan employs other companies to perform certain functions on its behalf

  1. Processing system alarm, notifications and updates through Voice, SMS and Email channels. These service providers have access to the pseudonymised personal information needed only to perform their functions (Phone Number and EMail) but may not use this information for other purposes.

  2. Data hosting for the T-Scan Primary Data Centre, Secondary Data Centre and Data Back-Ups.

All these service providers are based within the UK and fall under the purview of the UK-GDPR.

5. Information Security:

T- Scan takes all reasonable measures to protect your personal data from loss, unauthorised access, disclosure or alteration using a combination of technical and administrative security measures.

Safeguards in place include data transfer using secure SSL connections, Password protection on all systems for both clients and T-Scan employees and uptodate Antivirus protection. We restrict access to T-Scan employees and our service providers who see only the minimum necessary information to provide our services. Access to our servers is tightly regulated both physically and using internal authorisation controls. We regularly review our practices to guard against unauthorised access to the system.

A section of our servers may sit within your Institution and, as such, would be protected by your own internal data protection measures. No transfer over the internet is entirely secure and we are not responsible for your own Institutions' security measures and so cannot entirely guarantee the security of your personal information, however once received we will adhere to the strict measures outlined above.

6. Data Rights: Access, Rectification and Removal of Data.

You have the right to access (including an electronic copy of data held), update or remove your data from the T-Scan System at any time. Your personal details can be accessed and amended via the T-Scan Website (www.tscanweb.com) using your login details. Alternatively, you can contact T-scan Customer Support directly. All requests for removal of data must be requested via Customer Support and be followed up in writing; T-Scan may require you to provide proof of identification. T-Scan may notify your T-Scan Administrators or General Users of any such requests.

Customer Support Email: customersupport@t-scansolutions.com
Mon-Fri, 9AM - 5:00PM, and out-of-hours support.

Customer Support Tel: 0800 043 1416
Mon-Fri, 9AM - 5:00PM (Excluding UK Bank Holidays)

T-Scan Ltd.
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Peek House, 2nd Floor
EC3M 1EB

For further details of your rights and to access the official complaints procedure please contact the Information Commissioner's Office: www.ico.org.uk T-Scan Registration Number:Z2556423.