

Privacy Policy

IRQAO respect the privacy of individuals with regard to personal data. We ensure that our practices in relation to the collection, use, retention, transfer and access of personal data comply with the requirements of the Data Protection Act 1998.

Collection of Personally Identifiable Information

When you visit our web site we may record only your visit and will not collect any personally identifiable information (i.e. information that is about you and identifies you) from you unless otherwise stated. Cookies used (if any) in any part of our web site will not be deployed for collecting personally identifiable information. (For your information, Cookies are small computer files that can be stored in a web surfer's computers for the purposes of obtaining information and analysing web surfers' viewing habits. They can save you from registering again when re-visiting a web site and are commonly used to track your preferences in relation to the subject matter of the web site. You may refuse to accept Cookies (by modifying the relevant Internet options or browsing preferences of your computer system), but to do so you may not be able to utilize or activate certain available functions in our web sites).

Types of Personally Identifiable Information Collected

At times, you may be required to give your personally identifiable information including, but not limited to, your name, gender, age, identity document number, telephone number, fax number, home address, email address, credit card information, bank account number, education level, occupation, household income, interests and favourite activities etc. Refusal to provide such information may deny you access to certain parts of our web site, or may render us unable to handle any application or request that you are making, or may otherwise defeat the objectives of your visit. If you are under the age of 18, consent from your parent or guardian is required before you give us any personally identifiable information.

Use of Personally Identifiable Information Collected

Specific purposes for which your personally identifiable information may be used are set out in our Data Protection Policy and Collection Statement.

Direct Marketing

If you have once given us your personally identifiable information, you may receive from us or from members of associate organisations of the Lambda Group of businesses from time to time telephone calls, email and

direct mailings containing promotional materials. If you do not want to receive them, please write to our Data Protection Officer. You may be asked to indicate your preference before signing up for any of our services.

On-line Services

We may have on-line stores or service providers hosted in our web site, which are operated by third party merchants. If you want to use or order any services or products from any of them, please note that any information you provide, once transferred to the relevant merchant, is beyond our control and thus outside the scope of protection afforded by us.

Retention of the Information

If you are a client of any of the businesses within the Lambda Group your personally identifiable information that you have given us via Internet or any other means will be retained for a reasonable period after termination of your client status.

Disclosure of Information

Normally, we may share your information with other members of the Lambda Group of businesses. For details, please refer to our Data Protection Policy and Collection Statement. If you do not want to have your information disclosed to any third party, please write to our Data Protection Officer.

Access to and Correction of Information

If you want to access and/or correct your personally identifiable information that you have given us via Internet, you may write to our Data Protection Office. We may charge you a reasonable fee for each successful access current from time to time. However, such fee will be waived if the access is necessary to make a genuine and reasonable correction.

Security

We use various techniques to transmit your personally identifiable information, which can only be accessed by our authorised personnel.

Enquiries

Should you have any enquiries concerning our Privacy Policy Statement, please feel free to contact our Data Protection Officer. The address is at the footer of this page.

Please note that this Statement may be amended from time to time without prior notice. You are advised to check it on a regular basis.

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