

# Privacy Policy

This privacy policy ("Privacy Policy") together with our and Terms and Conditions and any other documents referred to therein, sets out the basis on which any personal data we collect from you, or that you provide to us, will be processed by us. Please read the following carefully to understand our views and practices regarding your personal data and how we will treat it. By visiting [www.scanaccounts.com](http://www.scanaccounts.com), ("Site") or using our Solutions and Services you are accepting and consenting to the practices described in this Privacy Policy.

## What data do we collect?

When registering to our site we collect personal data which we will be using to better server our services to you. The data we collect includes below and more

- **Identity Data** includes: first name, last name, username, or similar identifier.
- **Contact Data** includes job description billing address, email address and telephone numbers.
- **Transaction Data** includes details about payments, receipts, or invoices between you and third parties; details about payments to and from you and us and other details of products and services you have purchased from us.
- **Technical Data** includes internet protocol (IP) address, your login data, browser type and version, time zone setting and location, browser plug-in types and versions, operating system and platform, and other technology on the devices you use to access this website or our mobile apps.
- **Usage Data** includes information about how you use our website, products, and services.

## How and when do we collect the Data?

We collect the data when you register and while you use our services.

## How do we use your personal data?

We will only use your personal data when the law allows us to. Most commonly, we will use your personal data in the following circumstances:

- To provide personalised service to you while you use our services
- When we need to sent reminder or regularly update for our product or services.
- Any other reason while allow us to server you a better experience of our services

## Who else receives your personal data?

All your personal data remain with us and we do not share your data with any third party.

## How long will we keep your personal data for?

Your personal data will remain on our system while it's allowed by law. In some circumstances you can ask us to delete your data if you are not using our services and we will be happy to assist you accordingly.

## Your rights to your personal data and complaints

You're entitled to know what personal information we hold about you and how that information is processed, which means you can ask us to do any of the following things:

- to provide access to your data;
- to rectify any mistakes relating to your data;
- to erase your data;
- to stop processing your data;
- to receive an electronic copy of your data;
- to object to our processing of your data;
- to object to any automated decision making that we may do using your personal data; and

## Changes to the privacy policy

We keep our privacy policy under regular review. It is important that the personal data we hold about you is accurate and current. Please keep us informed if your personal data changes during your relationship with us

## Third-party links

This website may include links to third-party websites, plug-ins and applications. This allow us to provide google and other advertise to generate revenue which we can uses to allow better services to our core client. We do not control these third-party websites and are not responsible for their privacy statements. When you leave our website, we encourage you to read the privacy policy of every website you visit.

## Do we use 'cookies'?

Yes, we do uses cookies to provide you personalised experience and other services.

## Contact

We welcome any queries or enquiries or requests in respect of this notice, you can contact us by sending us an email on: [sales@scanaccounts.com](mailto:sales@scanaccounts.com)