

# WHAT WE DO WITH PERSONAL DATA WHEN YOU...

**JJ SYSTEMS**

WE DO IT

## SERVICES

## BECOME A CUSTOMER

**USE OUR VARIOUS SERVICES**
**TO WORK SAFELY**
**USE US AS YOUR I.T. DEPARTMENT**

### WHAT WE COLLECT

#### SYSTEMS SUPPORT + FINANCIAL SYSTEM

- EMAIL ADDRESSES
- POSTAL ADDRESSES
- PHONE NUMBERS
- JOB TITLES



#### QUOTATION PROCESSING

- EMAIL ADDRESSES
- USER NAMES



### WHERE WE STORE IT AND WHO WITH

#### FINANCIAL SYSTEMS


**OUR OFFICE**

#### SYSTEM SUPPORT

OUR OFFICE

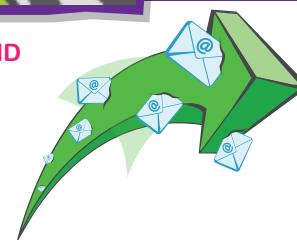


### WHAT WE DO WITH IT

USE DATA TO RAISE QUOTES + INVOICES + MANAGE ACCOUNTING INFORMATION.



MANAGE + SEND ELECTRONIC QUOTATIONS



### HOW LONG DO WE STORE IT

TERM OF CONTRACT  
PSEUDONYMISED



FINANCIAL RECORDS ARE KEPT FOR STATUTORY REQUIREMENT

FOR THE DURATION OF THE CONTRACT + 3 MONTHS

DELETED

