

# Notes-hub PRIVACY POLICY

At Notes-hub, we are passionate about putting your privacy first and it is part of who we are, and we strive to ensure that Notes-hub complies with the 2018 Data Privacy Act (DPA) and the General Data Protection Regulation (GDPR).

This policy explains how we use your personal data and why. We want you to understand how we work with the data you give us, so that you can make informed choices and remain in control of your personal data.

Therefore, we invite you to spend a little time reading this policy which governs the use of your data through our app. We may also update this policy from time to time as legislation or our services change.

We also use cookies on Notes-hub and our use of cookies is given in the Technical information and analytics section below.

This policy sets out:

1. Who we are
2. What personal data we hold and how we obtain it
3. What we use your personal data for and on what basis
4. How we share your personal data:
5. How long we retain your data for
6. Data security
7. Your rights

If you have any further questions about how we process your information, please contact us on [admin@notes-hub.com](mailto:admin@notes-hub.com)

## **1. Who we are?**

Notes-hub is trading under our registered company “Simplify HCS Limited” (company number 13667511)

One of our services is “Notes-hub” and using this application is the way that we provide services to you.

## **2. What personal data do we hold and how do we obtain it?**

We use the following categories of personal data

### **Your Personal details**

When you register your information on our app, you provide basic information about yourself. This may include your first name, last name, username, title, date of birth and gender.

Your contact data may include your email address, physical address, and telephone numbers.

## **Usage Data**

We may also collect information about how the Service is accessed and used (“Usage Data”). This Usage Data may include information such as your computer’s Internet Protocol address (e.g., IP address), browser type, browser version, the pages of our Service that you visit, the time and date of your visit, the time spent on those pages, unique device identifiers and other diagnostic data.

## **3. What we use your personal data for and on what basis**

We use your data to enable you to register with Notes-hub at a time and place of your convenience.

You consent to provide this data in order that we might provide this service to you.

We may use this data in an anonymised form to improve our products and services. This means that we have removed any personal identifiers, i.e., your name, address and contact details so that you cannot be identified as an individual.

We may also use data about your precise location to help inform your choice of venue for your vaccination

## **4. How we share your personal data**

We may collect, use, and share the information you provide to us, subject to local data privacy laws, for reasons connected to our business and relationship with you, including to:

- approve, manage, administer, or effect the services agreement between us
- meet the compliance obligations of Simplify HCS Limited
- conduct financial crime risk management activity (which will include making further enquiries as to the status of a person or entity, whether they are subject to a sanctions regime, or confirming their identity and status)

Financial crime includes but not limited to money laundering, terrorist financing, bribery, corruption, tax evasion, fraud, evasion of economic or trade sanctions, and any act or attempt to circumvent or violate any law relating to these matters.

- if applicable, collect any amounts due and outstanding from you
- conduct credit checks and obtaining or providing credit references (where you are a potential tenant or service user of Simplify HCS Limited or Suppliers on whose behalf we act)
- enforce or defend our rights
- verify your identity.

## **5. How long we retain your data for**

All customer personal data is retained only as long as necessary beyond the date of termination of this agreement to comply with applicable laws and/or regulations.

## **Anonymised information**

We may share with our commercial partners – in other words, those who commission our services or whose services we commission – aggregated and anonymised data that does not personally identify you such as the number of users of our service. We may also use such anonymised information in our legitimate interest to improve our services.

## **6. Data security**

All personally identifiable data is stored on secure **servers in the UK**. We do not store your personal health data on your mobile device.

Notes-hub may require you to devise and use a password. You are responsible for keeping this password safe.

We encrypt all data transmitted to and from the Notes-hub. Once you have provided your information, we will use strict procedures within our company as well as recognized data security features to try to prevent unauthorised access. We will continue to take all reasonable steps necessary to ensure that your data is treated securely and in accordance with this policy.

**We do not transfer data outside of the European Economic Area (EEA). International transfers?**

## **7. Your Rights**

As indicated above, wherever we rely upon your consent to process your personal data, you have the right to withdraw that consent at any point by emailing us at [admin@notes-hub.com](mailto:admin@notes-hub.com)

You can also:

- Understand and request a copy of any information that we hold about you subject to our retention period after which the data will have been deleted.
- Ask us to rectify or erase information that we hold about you subject to limitations relating to our obligations to hold and store medical records.
- Ask us to restrict the processing of your data or object to our processing
- Ask us to provide your data on a portable basis.

## **Technical Information and Analytics**

When you use Notes-hub, we may automatically collect the following information where this is permitted by your device or your browser settings:

- Technical information, including the address used to connect your mobile phone or other device to the internet, your login information system and operating system platform type and version, device model and browser, time zone setting language and location preferences (this may include your actual location based upon your IP address) your wireless carrier, and

- Information about your visit to Notes-hub, such as when you use it, the total number of uses made of the app, any products or services used, App response times and updates, interaction data, such as how many 'button presses' you use
- We work with partners who provide us with analytic services which help us understand how users interact with our services and measure the performance of our app and services. Our partners will use Cookies and similar products to collect this information. Our cookie policy is available here ([insert link](#))

### **Questions, Concerns or Complaints**

For any questions, concerns, or complaints, you can contact us by sending an email to [admin@notes-hub.com](mailto:admin@notes-hub.com)

If you have a complaint and we cannot resolve it you can complain to the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF, telephone 0303 123 1113 (local rate)