



Ctra. C-153, km. 5  
08510 Masies de Roda  
Barcelona - SPAIN  
Tel.: +34 938500066  
Fax: +34 938540260

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## Privacy Policy

IQAP Group is compliant with the Data Protection Act 1998. Up to date and accurate information is the cornerstone of our ability to provide superior service hence your trust and privacy are important to us.

IQAP Group is committed to respecting the privacy of its visitors to this website. This privacy policy sets out the type of information we may collect and hold, and how it is used. It also contains contact details so you can contact us if you have any queries or concerns about your personal information.

Use of the IQAP Group website does not require you to disclose any personal information. However, this website offers the opportunity for you to subscribe to mailing lists to inform you of IQAP Group news and website updates. Subscription to the mailing list is voluntary, and you may unsubscribe at any time.

### What kind of information do we hold and what do we do with it?

We may collect information about you in various sections of this site. The type of information consists of, name, company name, address, email address, telephone number, and any information you may give us in an online job application for IQAP Group. Any information we do collect from you is for internal use only and is not passed on to third parties without your prior consent.

### Mailing list

There is a mailing list option on the site. If you subscribe to this we will email you IQAP Group news items and website updates. You can remove yourself from the mailing list at any time on the website. Your email address is not passed on to third parties.

We will only allow authorised IQAP Group personnel who are familiar with the proper handling of data to have access to this information.

## **IP addresses**

We log IP addresses for analysing visitor trends and traffic on our website. This information is not passed on to third parties.

Links to send e-mail messages to IQAP Group are provided on most pages of the site for your convenience. Your e-mail address is used only to respond back to your inquiry. We do not pass on your email address to any third parties.

## **Cookies**

Cookies are not required to view the IQAP Group website.

A cookie is a small text file that is stored on your computer, for use when you return to a page/website that you visited before.

## **Security**

IQAP Group takes the necessary security measures to safeguard your data, from risk of loss, destruction, unauthorised access, modifications or disclosure.

## **Links to External Sites**

IQAP Group has links to other websites that are not managed by IQAP Group. We do not take responsibility for any information you share with these linked sites. If you are unsure if you have left the IQAP Group website, check the address bar. If <http://www.iqapgroup.com/> is not in the start of the address you have left our website.

## **Contacting us and/or accessing your personal information**

Under current Data Protection legislation you are entitled to know what personal information an organisation holds about you and how that information is processed. If you wish to know what information we currently hold on you, please contact us by e-mail at [hello@iqapgroup.com](mailto:hello@iqapgroup.com).