



ICA WEBSITE POLICIES

Note

This document contains three ICA Company Policies:-

1. Privacy Policy

2. Cookie Policy

3. Website Terms and Conditions

All the above Policies relate to **International Certification Agency Limited ('ICA') t/a Compliance Passport Service ('CPS')**, Company Number 07417011.

Contact: info@icacertification.com

1. PRIVACY POLICY

Version: 1.0

This **Privacy Policy** (the “**Policy**”) sets out the basis by which **ICA** collects, processes, and protects personal data in accordance with the UK General Data Protection Regulation (UK GDPR), the Data Protection Act 2018, and any other applicable data protection legislation. By accessing or using our websites www.compliance-passport.com and www.compliance-passport.co.uk (the “**Website**”), you acknowledge that you have read, understood and accept this Policy.

1. Data Controller

The data controller responsible for your personal data is **ICA** which can be contacted at its Registered Address or by email at: info@icacertification.com

2. Personal Data Collected

We may collect and process the following categories of personal data:-

- Information provided by you voluntarily (e.g. name, contact details, registration forms, correspondence).
- Information automatically collected through your use of the Website (e.g. IP address, browser type, operating system, cookies, tracking technologies).
- Information obtained from third-party service providers where applicable.

3. Legal Basis for Processing

We process personal data under the following lawful bases as defined in Article 6 of the UK GDPR:-

- Consent (where you have given explicit consent).
- Contract (where processing is necessary for the performance of a contract with you).
- Legal obligation (to comply with statutory obligations).
- Legitimate interests pursued by us or a third party, provided such interests are not overridden by your rights.

4. Use of Personal Data

Your personal data may be used for the following purposes:-

- Provision and administration of the Website and related services.
- Compliance with legal and regulatory obligations.
- Communication, including responding to enquiries.
- Marketing and promotional activities where consent has been obtained.
- Monitoring, analysis, and improvement of Website functionality.

5. Disclosure of Personal Data

We may disclose your personal data to:-

- Service providers, contractors, and agents engaged to support our operations.
- Regulatory authorities, governmental bodies, or law enforcement agencies where required by law.
- Prospective purchasers or successors in the event of a business transaction.

6. International Transfer of Data

Where data is transferred outside the UK or EEA, we shall ensure appropriate safeguards are in place, including the use of standard contractual clauses or adequacy decisions recognised by the UK Information Commissioner's Office (**ICO**).

7. Data Retention

Personal data will be retained only for as long as necessary to fulfil the purposes set out herein or as required by applicable law.

8. Data Subject Rights

Under the UK GDPR, you have the right to:-

- Access, rectify, or erase your personal data.
- Restrict or object to processing.
- Data portability.
- Withdraw consent (where processing is based on consent).
- Lodge a complaint with the ICO

9. Security

We implement appropriate technical and organisational measures to safeguard personal data against loss, misuse, unauthorised access, disclosure, alteration, or destruction.

10. ICA - Contact Information

For all data protection queries, please contact:-

Data Protection Officer:- Aftab Khan - Email: info@icacertification.com

11. ICO - Contact Information

For all ICO queries, please contact: (www.ico.org.uk)

End.

2. Cookie Policy

Version: 1.0

This **Cookie Policy** (the “**Policy**”) explains how ICA uses cookies and similar technologies on our Website. By continuing to use the Website, you consent to our use of cookies in accordance with this Policy.

1. Definition of Cookies

Cookies are small text files that are stored on your device when you visit a website. Cookies enable the recognition of your device and the collection of information relating to your browsing activity.

2. Categories of Cookies Used

We utilise the following categories of cookies:-

- **Strictly Necessary Cookies:** Required for the Website’s basic functionality and security.
- **Performance Cookies:** Collect anonymous information on how users interact with the Website.
- **Functional Cookies:** Allow personalisation of content and user preferences.
- **Targeting/Advertising Cookies:** Track browsing habits for advertising and marketing purposes (only used where applicable and subject to consent).

3. Third-Party Cookies

Third-party cookies may be deployed by analytics providers (such as Google Analytics) or integrated social media platforms.

4. Managing Cookies

You may manage, disable, or delete cookies via your browser settings. Please note that disabling certain cookies may impair Website functionality. Where required by law, we operate a consent management mechanism to obtain your explicit consent before setting non-essential cookies.

5. Amendments

We reserve the right to amend this Cookie Policy from time to time. Updated versions will be published on the Website with the revised effective date.

6. Contact Information

If you have any queries regarding our use of cookies, please contact us at info@icacertification.com

End.

3. Website Terms and Conditions

Version: 1.0

These **Terms and Conditions** (the “**Terms**”) govern your access to and use of the Website operated by ICA. By accessing or using the Website, you agree to be bound by these Terms.

1. Eligibility

The Website is intended for use by individuals aged 18 years or older. By using the Website, you confirm that you meet this requirement.

2. Acceptable Use

You agree to use the Website only for lawful purposes and in accordance with these Terms. Prohibited conduct includes, but is not limited to:-

- Introducing viruses, malware, or harmful code.
- Attempting to gain unauthorised access to the Website or its systems.
- Using the Website in a manner that infringes third-party rights or breaches applicable law.

3. Intellectual Property

All intellectual property rights in the Website and its contents (including text, graphics, logos, software, trademarks and databases) are owned by or licensed to ICA. You may not reproduce, distribute, or exploit such materials without our prior written consent.

4. Website Availability

We do not warrant that the Website will be available at all times, free of errors, interruptions, or security breaches. We reserve the right to modify, suspend, or discontinue any aspect of the Website at any time without liability.

5. Limitation of Liability

To the maximum extent permitted by law, we exclude all liability for any direct, indirect, incidental, or consequential loss or damage arising from your use of the Website. Nothing in these Terms shall exclude liability for death or personal injury caused by negligence, fraud, or any liability which cannot lawfully be excluded.

6. Links to Third-Party Websites

The Website may contain links to external websites. We are not responsible for the content or practices of such third-party websites.

7. Amendments

We reserve the right to revise these Terms from time to time. Continued use of the Website following publication of amended Terms constitutes your acceptance thereof.

8. Governing Law

These Terms shall be governed by and construed in accordance with the laws of England and Wales. The courts of England and Wales shall have exclusive jurisdiction to resolve any disputes arising in connection with these Terms.

9. Contact Information

For all enquiries, please contact ICA at: info@icacertification.com

End.