

	<b>iS3 Privacy Policy</b>	<b>Doc No</b>	<b>BI001</b>	
<b>BUSINESS INSTRUCTION</b>		<b>Issue</b>	<b>1</b>	<b>05/02/23</b>

<b>Owner:</b>	Tom Findlay	<b>Reviewed by:</b>	KF	<b>Approved by:</b>	TF	<b>Date:</b>	05/02/23
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**2. Amendments**

<i>Issue No.</i>	<i>REASON</i>	<i>AMENDMENT DATE</i>	<i>AMENDMENT SECTION</i>	<i>CHANGE BY</i>
1	First issue	05/02/2023	ALL	Tom Findlay

At iS3, we are committed to protecting the privacy of our clients and visitors to our website. This privacy policy outlines the types of information we collect, how it is used, and the measures we take to ensure its security.

**3. Information Collection**

We collect information from clients in order to provide the best possible service. This information may include:

- Contact information (e.g. name, email address, phone number)
- Business information (e.g. company name, industry)
- Other information provided voluntarily through email, forms, or in-person meetings.

**4. Information Use**

The information we collect is used to:

- Provide innovation strategy consulting services to our clients
- Improve the quality of our services
- Contact clients regarding their accounts or to provide requested information
- Respond to inquiries or requests for information
- Send marketing or promotional communications, with clients' consent

**5. Information Sharing**

We will not share personal information with any third parties except in the following circumstances:

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- With the client's consent
- To comply with legal obligations, such as a subpoena or court order
- To protect the security and integrity of our website and services
- To protect the rights and safety of iS3 and its employees

## **6. Security Measures**

We take the security of our clients' information seriously and have implemented measures to protect it from unauthorized access, alteration, or destruction. These measures include:

- Regular security audits and reviews
- Encryption of sensitive data
- Access controls and password policies

## **7. Changes to Privacy Policy**

We reserve the right to update this privacy policy as needed to reflect changes in our practices or applicable laws. Any changes will be posted on this page and will be effective immediately.

## **8. Contact Us**

If you have any questions or concerns about our privacy policy, please contact us at [info@is3.co.uk](mailto:info@is3.co.uk) or +447462558604.