## PRIVACY POLICY

Quest are committed to maintaining the trust and confidence of visitors to our web site. In particular, we want you to know that Quest is not in the business of selling, renting or trading email lists with other companies and businesses for marketing purposes. In this Privacy Policy, we provide information on when and why we collect your personal information, how we use it, the limited conditions under which we may disclose it to others and how we keep it secure.

When someone visits www.quest.co.uk we use the third party services, Lead Forensics and Google Analytics, to collect internet log information and details of visitor behaviour patterns. We do this to find out things such as the number of visitors to the various parts of the site. This information is only processed in a way which does not identify any individual, but can identify an organisation who has visited the website. We do not make, and do not allow Lead Forensics or Google to make, any attempt to find out the identities of individuals of those visiting our website.

When you use Quest's Guest Wi-Fi at our registered office we may collect data about:

- a) your device;
- b) the volume of data which you use;
- c) the websites and applications which you access; and
- d) your usage by access time, frequency and location.

When you engage Quest's services, your name, address data, email and contact number will be stored in our accounting system QuickBooks and in Quest's data server. Please be assured that we do not share your personal details with any other company without your consent.

You are entitled to view, amend, or delete the personal information that we hold. Email your request marked for the attention of our Data Protection Officer info@quest.co.uk or call Quest's office on +44(0)20 7224 4004.

This Privacy Policy was reviewed in May 2018 and will be reviewed again in May 2019.