

Confidentiality & Privacy

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| 1 | How do Maytech ensure my privacy? | Maytech are committed to protecting the privacy and security of your personal information. The Privacy Notice describes how we collect and use personal information about you in accordance with data protection law. |
| 2 | How long do Maytech keep customer data? | Maytech retain customer data for 28 days after it is deleted. We do not keep persistent backups of customer data. |
| 3 | Do you store or process any personal information? | Maytech offer secure, compliant, simple cloud file sharing and data storage of Customer's electronic files. Customers at all times are in control of their data. Further details can be found on Maytech's Guide to GDPR Compliant File Sharing page. |
| 4 | Does data belong to the Customer at all times? | Yes. |
| 5 | Do Maytech have a disciplinary policy or corrective action procedures in place for addressing data privacy violations? | <p>Yes, ISMS OP 33 Disciplinary policy.</p> <p>Maytech believe that the fairest way to resolve issues with staff conduct or performance is to have a well structured disciplinary procedure.</p> |