

Evolution Healthcare Systems

Data Storing Process

15th May 2018

At Evolution Healthcare Systems we do not solicit for any personal or sensitive information from our users or clients.

We do not share any information with third parties or pass on any information without prior permission.

Any communication received reportedly from ourselves requesting personal or sensitive information should be reported to us immediately on 01964 503400 or by using our contact information on our website www.evolutionhealthcaresystems.co.uk/contact

All information is stored only to fulfil our contractual obligations, the data is collated to communicate with the user/client in order to assist with the use and maintenance of our products.

Client/user contacts us by email or telephone:

- Name is recorded for future communication regarding product support
- Email address is stored for future communication regarding product support
- Telephone number (if given) is stored for future communication regarding product support
- Job title is recorded to allow job relevant assistance/information to be passed on.
- Workplace is recorded for us to allocate customer code and maintain the efficiency of our product

Data processor collects the above information from the email received

All information is then submitted to and stored on a secure spreadsheet available only to the directors of Evolution Healthcare systems.

Where a new user is appointed, the previous users information is deleted as the new user is recorded.