

**Document owner: General Manager**  
**Document approver: Director**

**Document number: P004**  
**Issue: 1.1**

**KQ Certification Ltd.**

**Web site Privacy Policy and terms of use**

## 1.0 Purpose

This document defines the Web site Privacy Policy and terms of use for users of the Certification Body's website - [kqcertification.com](http://kqcertification.com).

## 2.0 Scope

The applicability of this Web site Privacy Policy and terms of use is solely for users of [kqcertification.com](http://kqcertification.com).

## 3.0 Responsibility and authority

### 3.1 Responsibility

The responsibility for the implementation of this Web site Privacy Policy and terms of use is the General Manager.

### 3.2 Authority

The authority for change of this Web site Privacy Policy and terms of use is the General Manager, with counter approval by a Certification Body Director.

## 4.0 Reference documents

The reference documents applicable are:

### General Data Protection Regulation 2018

**Data Protection Act 2018** (UK's implementation of the General Data Protection Regulation (GDPR)).

**ISO 27001:2022** Information security management systems, Requirements

**IEC 27701:2019** Security techniques, Extension to ISO/IEC 27001 and ISO/IEC 27002 for privacy information management. Requirements and guidelines.

**ISO 17021-1:2015** Conformity assessment — Requirements for bodies providing audit and certification of management systems — Part 1: Requirements

## 5.0 Web site ([kqcertification.com](http://kqcertification.com)) Privacy Policy and Terms of Use

### 5.1 Privacy Policy and Terms of Use

Access to and use of the KQ Certification Limited ([kqcertification.com](http://kqcertification.com)) website is subject to the following terms and conditions and the laws applicable in the United Kingdom and Kurdistan Region of Iraq. Your use of our website signifies your agreement to these Terms and Conditions of Use, whether or not you are a registered user. By accessing, browsing, and using our website, you accept these Terms and Conditions without limitation or qualification.

KQ Certification reserves the right to modify these Terms and Conditions at any time by posting the changes on this page. The modifications are effective immediately upon posting, unless otherwise stated. Your continued use of the website after modification signifies your acceptance of these changes. Regularly review this page to stay informed of current Terms and Conditions.

### 5.2 User conduct

When using the KQ Certification website, you agree to:

- Conduct yourself lawfully and ethically.
- Not use the site for any criminal offence or to encourage conduct that would constitute such or lead to civil liability.
- Not post or transmit any unlawful or objectionable content, including but not limited to personally identifiable information (PII), discriminatory, libelous, harassing, defamatory, obscene, or pornographic material.
- Not impersonate other parties or entities.
- Not upload content that contains harmful computer codes or is designed to interrupt, destroy, or limit the functionality of any computer software or hardware.

- Not alter or delete any content on the site.
- Not disrupt the normal flow of communication.
- Not falsely claim a relationship with any business or organization.
- Not engage in unsolicited advertising or promotions.
- Not infringe upon the intellectual property rights of others.
- Not collect or store personal information about others without their consent.

### **5.3 Registration**

Some sections of the KQ Certification website require user registration. By registering, you agree to provide accurate and complete information and not to use another person's identity or false information. KQ Certification reserves the right to refuse or cancel usernames it deems inappropriate.

### **5.4 Termination of Use**

KQ Certification may terminate or suspend your access to the website for any violation of these Terms and Conditions or for conduct KQ Certification believes is harmful to others or unlawful.

### **5.5 Links to Other Websites**

The KQ Certification website may include links to external websites. KQ Certification is not responsible for the content or privacy practices of these external websites.

### **5.6 Content Ownership**

All content on the KQ Certification website is protected by copyright laws. You agree to comply with all copyright notices on the website.

### **5.7 Indemnification**

You agree to indemnify and hold harmless the KQ Certification and its employees from any liabilities arising from any breach of these Terms and Conditions.

### **5.8 Disclaimer of Warranty**

KQ Certification does not guarantee that the website will be error-free or uninterrupted. The website content is provided "as is" without any warranties.

### **5.9 Limitation of Liability**

KQ Certification will not be liable for any damages arising from the use of this website.

### **5.10 Privacy and Security**

KQ Certification respects the privacy of its website users. Personal information collected is handled securely and with care, only accessible to KQ Certification when necessary.

KQ Certification reserve the right to share information with accreditation and certification authorities as is necessary to verify status.

We do not sell, trade, or otherwise transfer to outside parties your personally identifiable information. Your information is secured confidentially, under contract with parties that assist in the provision of our web site service.

### **5.11 Collection and Use of Information**

The KQ Certification website automatically collects IP addresses for site usage analysis. Cookies may be used for user convenience.

### **5.12 Protection of Personal Information**

Personal information is protected according to the law applicable to the territory of the United Kingdom and Kurdistan Region of Iraq, including the General Data Protection Regulation and principles of ISO 27701. Personal information is not made public without consent and is not shared or sold to third parties.

### 5.13 Security of Personal Information

The security of your personal information is important to us. We implement a variety of security measures to maintain the safety of your personal information when you enter, submit, or access your personal information.

KQ Certification is committed to ensuring the security of personal information. All electronic transactions involving personal information are protected by robust security measures.

For any questions or clarifications about this policy, please contact [info@kqcertification.com](mailto:info@kqcertification.com).

### 6.0 Records

This policy document is a component of the KQ Certification Management System and is uncontrolled outside of the management system, when not viewed from the management system source. Changes to the document are logged in the management system.

User interaction records associated with the KQ Certification web site are held electronically, as part of the website administration, aligned to the Quality Records Policy P005.

Revision log		
Revision	Description of Change	Release Date
0.1	Initial draft	15 <sup>th</sup> March 2024
1.0	Initial issue	28 <sup>th</sup> March 2024
1.1	Updated references (DPA)	9 <sup>th</sup> May 2024