

# KQC Website Privacy Policy

Controlled Document (CD) No.	Version No.	Release Date
P006	1.3	13 <sup>th</sup> August 2025
Document owner		Document approver
Operations and Technical Manager		Director, Operations

## Contents

1. Purpose.....	3
2. Scope .....	3
3. Definitions .....	3
4. Responsibility and authority.....	3
5. Reference documents.....	3
6. Web site (kqcertification.com) Privacy Policy and Terms of Use .....	4
6.1 Privacy Policy and Terms of Use.....	4
6.2 User conduct .....	4
6.3 Registration .....	4
6.4 Termination of Use.....	4
6.5 Links to Other Websites .....	4
6.5 Content Ownership .....	5
6.6 Indemnification .....	5
6.7 Disclaimer of Warranty .....	5
6.8 Limitation of Liability.....	5
6.9 Privacy and Security .....	5
6.10 Collection and Use of Information .....	5
6.11 Protection of Personal Information.....	5
6.12 Security of Personal Information .....	5
7. Records .....	6

### 1. Purpose

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

### 2. Scope

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

### 3. Definitions

Please refer to the KQC Quality Manual (M001) Annex 01 for the current definitions that relate to KQC Management System.

### 4. Responsibility and authority

Responsibility	
Operations and Technical Manager	The responsibility for the implementation of this Web site Privacy Policy and terms of use is the Operations and Technical Manager.
Authority	
Director, Operations, Director, Commercial	The authority for change of this Web site Privacy Policy and terms of use is the Operations and Technical Manager, with counter approval by either the Director, Operations or Director, Commercial.

### 5. Reference documents

Document number	Document title
GDPR	General Data Protection Regulation 2018
DPA	Data Protection Act 2018 (UK's implementation of the General Data Protection Regulation (GDPR)).
ISO/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

## 6. Web site (kqcertification.com) Privacy Policy and Terms of Use

### 6.1 Privacy Policy and Terms of Use

Access to and use of the KQC (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.

KQC 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.

### 6.2 User conduct

When using the KQC 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.

### 6.3 Registration

Sections of the KQC 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. KQC reserves the right to refuse or cancel usernames it deems inappropriate.

### 6.4 Termination of Use

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

### 6.5 Links to Other Websites

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

## 6.5 Content Ownership

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

## 6.6 Indemnification

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

## 6.7 Disclaimer of Warranty

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

## 6.8 Limitation of Liability

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

## 6.9 Privacy and Security

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

KQC 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.

## 6.10 Collection and Use of Information

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

## 6.11 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.

## 6.12 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.

KQC 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).

## 7. Records

Records in relation to the Web site Privacy Policy and terms of use are maintained for a minimum of 7 years, in accordance with P023 Control of Records Policy.

This policy document is a component of the KQC 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 KQC web site are held electronically, as part of the website administration, aligned to the Quality Records Policy P023.

Revision Log		
Version #	Description of Change	Release Date
1.0	Initial issue	8 <sup>th</sup> August 2024
1.1	Updated references (DPA)	22 <sup>nd</sup> November 2024
1.2	Document format and role titles, Updated role references (Operations and Technical Manager)	10 <sup>th</sup> February 2025
1.3	Confirmed as current.	13 <sup>th</sup> August 2025