

# Privacy policy

## **You own your data**

Zefyr is an online accounting system which stores financial information about a company or individual (Organisation) as provided or entered by that company or individual. Zefyr will only store information that is entered by the Users of an Organisation, or automatically imported at a User's instruction. The data entered, or imported on instruction, by the Users of an Organisation remains the property of the Organisation and Zefyr will not make available for use any of this information without permission of the Organisation.

## **You control who has access to your data**

The data entered, or imported on instruction, by the Users of an Organisation is stored securely in a database and is only accessible to the approved Users of the Organisation. The Administrator of the Organisation (Administrator) will have full control over who is invited to be a User. A user name and password is required in order to access an Organisation's information in Zefyr.

It is the User's responsibility to keep their passwords safe. It is the Administrator's responsibility to ensure that any Users that are invited to use the Organisation's account have permission to view the Organisation's information stored in the Zefyr account.

## **Zefyr's Support Service has access to your data in order to assist you**

Zefyr's Support Service does have access to your data in order to assist you with a User's issue or a system error when receiving an invitation from a Zefyr User via the support service dedicated mail system.

## **Zefyr's commitment to respect the privacy of your data**

All Zefyr's partners and employees are held to professional secrecy. A specific clause of their work contract forbids them to disclose the data brought by each Account Holder at the risk of penalty. Zefyr commits to never disclose, or communicate the confidential information of the Account Holder, in particular his electronic address (email).

## **What personal information we collect, and why**

When you sign up for an account, you provide your name, contact details (including email address) and some information about your company. We need this to:

- provide you with Zefyr Support,
- allow you to produce legally acceptable invoices and accurate accounts using The Service,

- maintain our own accounts, and for billing,
- enable us to answer your queries,
- verify your identity for security purposes,
- send you our newsletters.

## **Your data is sent securely across the internet**

Zefyr Servers have Thawte issued security certificates so all data transferred between the Users of an Organisation and the Zefyr Servers is encrypted. This means that the User's browser must support the encryption security used in connection with the Zefyr Servers.

## **Direct payment, bank account and transaction information**

In order to arrange monthly direct payment to Zefyr, you need to enter information about your bank account such as your bank name, Bank routing number, account number and IBAN code. Although it is unlikely this data of itself could be used for fraudulent purposes, we are very aware that this information is sensitive and we are very careful about how we store it.

## **Your rights about your data**

Zefyr will give you access to your data at any time. With the help of the export functions present in Zefyr, the Administrator can produce a complete export of the data of the organisation in a standard format of his choice.

You can find detailed information about your rights under UK Data Protection legislation on the UK Information Commissioner's website at [www.ico.gov.uk](http://www.ico.gov.uk).

## **If you decide to cancel your account**

The Organisation's data may be permanently deleted by Zefyr 90 days after the Organisation stops paying to use Zefyr, or at the Administrator's request. We retain historical billing information for accounting purposes, because we are required to do so by law, but once you have terminated your account, we no longer have the ability to bill your account.

**You are responsible for checking the privacy policy of any third-party websites we link to**

The Zefyr website may contain links to third-party websites. Zefyr takes no responsibility for the privacy practices or content of these websites.

**This policy may be updated from time to time**

Zefyr reserves the right to change this policy at any time and any amended policy will be posted on this website.

**Please read our Terms of Service**

All use of software available on this website is subject to Zefyr's Terms of Service. In the event of a conflict or disagreement between this Privacy Policy and the Terms of Service, the Terms of Service will prevail.

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