

# Privacy Statement

## VME DOCUMENTATION PRIVACY STATEMENT

We are committed to protecting and respecting your privacy. We are Fujitsu Services Ltd ('We') registered in England and Wales under company number 00096056 with our registered office at Lovelace Road, Bracknell, RG12 8SN.

This statement (together with our terms of use, see [Terms and Conditions](#), and any other documents referred to on it) sets out the basis on which any personal data we collect from you, or that you provide to us, will be processed by us. Please read the following carefully to understand our views and practices regarding your personal data and how we will treat it.

For the purpose of the Data Protection Act 1998 (the **Act**), we are the data controller. If you have any questions in relation to our treatment of your personal data please contact us at [vme.support@fujitsu.com](mailto:vme.support@fujitsu.com).

## Information we may collect from you

We may collect and process the following data about you:

- Information that you provide by filling in forms on our website [vmedocumentation.uk.fujitsu.com](http://vmedocumentation.uk.fujitsu.com) (the 'Website') or by email to us. This includes information provided at the time of registering to use the Website, subscribing to our service, posting material or requesting further services. We may also ask you for information when you report a problem with the Website.
- If you contact us, we may keep a record of that correspondence.

Details of your visits to the Website including, but not limited to, traffic data, location data, weblogs and other communication data, whether this is required for our own billing purposes or otherwise and the resources that you access.

## IP Addresses

We may collect information about your computer, including where available your IP address, operating system and browser type, for system administration. This is statistical data about our users' browsing actions and patterns, and does not identify any individual.

## Cookies

The Website uses cookies to distinguish you from other users of the Website. For detailed information on the cookies we use and the purposes for which we use them see our [Cookie Statement](#).

## Where we store your personal data

The data that we collect from you may be transferred to, and stored at, a destination outside the European Economic Area ("EEA"). It may also be processed by staff operating outside the EEA who work for us or for one of our suppliers. By submitting your personal data, you agree to this transfer, storing or processing. We will take all steps reasonably necessary to ensure that your data is treated securely and in accordance with this privacy statement.

All information you provide to us is stored on our secure servers. Where we have given you (or where you have chosen) a password which enables you to access certain parts of the Website, you are responsible for keeping this password confidential. We ask you not to share a password with anyone.

Unfortunately, the transmission of information via the internet is not completely secure. Although we will do our best to protect your personal data, we cannot guarantee the security of your data transmitted to our site; any transmission is at your own risk. Once we have received your information, we will use strict procedures and security features to try to prevent unauthorised access.

## Uses made of the information

We use information held about you in the following ways:

- to ensure that content from our site is presented in the most effective manner for you and for your computer;
- to carry out our obligations arising from any contracts entered into between you and us;
- to allow you to participate in interactive features of our service, when you choose to do so; or
- to notify you about changes to our service.

## Disclosure of your information

We may disclose your personal information to any member of our group, which means our subsidiaries, our ultimate holding company and its subsidiaries, as defined in section 1159 of the UK Companies Act 2006.

We may disclose your personal information to third parties:

- in the event that we sell or buy any business or assets, in which case we may disclose your personal data to the prospective seller or buyer of such business or assets.

- if Fujitsu Services Ltd or substantially all of its assets are acquired by a third party, in which case personal data held by it about its customers will be one of the transferred assets.
- if we are under a duty to disclose or share your personal data in order to comply with any legal obligation, or in order to enforce or apply our terms of use, see [Terms and Conditions](#), and other agreements; or to protect the rights, property, or safety of Fujitsu Services Ltd, our customers, or others.

## Your rights

The Website may, from time to time, contain links to and from the websites of our partner networks, advertisers and affiliates. If you follow a link to any of these websites, please note that these websites have their own privacy policies and that we do not accept any responsibility or liability for these policies. Please check these policies before you submit any personal data to these websites.

## Access to information

The Act gives you the right to access information held about you. Your right of access can be exercised in accordance with the Act. Any access request may be subject to a fee of £10 to meet our costs in providing you with details of the information we hold about you.

## Changes to our privacy Statement

Any changes we may make to this privacy statement in the future will be posted on this page and, where appropriate, notified to you by e-mail.

## Website Software Privacy Policy

The Website is powered by Confluence, an Atlassian product, in accessing the Website you may be required to give some information to Atlassian. For this reason you must also agree to the Atlassian privacy policy available at <http://www.atlassian.com/company/privacy>. If you do not agree to this policy please do not use the Website.

## Contact

Questions, comments and requests regarding this privacy policy are welcomed and should be addressed to [vme.support@fujitsu.com](mailto:vme.support@fujitsu.com).