Privacy Policy

Why We Need Your Personal Information

DPI Partners Ltd (operating Steegle.com and DrPete Technology Experts) is an independent IT consultancy specializing in Google Sites and Google Workspace solutions. We offer various services to help you get the most from Google Workspace and cloud technologies.

When you contact us or use our applications, we may need your personal information to respond to your enquiry, support our products, or provide the services you request. We take your privacy seriously and only use your data as necessary to support your experience and functionality.

Important Information

This Policy explains how we look after your personal data when you visit our websites, use our products or services, or interact with us. It also describes your privacy rights and how the law protects you.

Our websites and applications are not intended for children, and we do not knowingly collect data relating to children.

We comply with the EU General Data Protection Regulation (GDPR), UK data protection laws, and other applicable privacy regulations.

DPI Partners Ltd is registered with the UK Information Commissioner's Office (ICO).

Where DPI Partners Acts as a Data Processor

DPI Partners Ltd offers two distinct types of solutions, each with different data processing arrangements:

Steegle.One Products (Client-Controlled Environment)

Our Steegle.One suite of tools (including Steegle People, Steegle News, and other productivity enhancements) operates entirely within your organization's own Google Workspace environment. For these products:

- Your organization remains the data controller
- All data stays within your Google Workspace

- DPI Partners Ltd does not process or store any personal data
- You control all data processing via our software installed in your workspace

Google Workspace Marketplace Apps (GCP-Hosted Environment)

Our Google Workspace Marketplace applications (such as Steegle Instant Directory and other marketplace tools) are hosted on Google Cloud Platform (GCP) and require DPI Partners Ltd to process organizational data to provide enhanced functionality.

For marketplace applications:

- DPI Partners Ltd acts as a data processor on behalf of your organization (the data controller)
- Data is temporarily processed on Google Cloud Platform infrastructure
- We may cache limited directory or profile data (e.g. names, roles, reporting structure) to support functionality like enhanced org charts, search, or analytics
- All data is encrypted at rest and in transit
- Processing is limited to what is necessary for the application's purpose
- Data is stored only temporarily and deleted according to documented retention periods
- We never access, share, or sell this information to third parties unless legally required or expressly authorized by you

How and Where Your Data Is Hosted

Steegle.One Products

For our Steegle.One suite of tools, all data remains within your organization's Google Workspace environment. We do not host, transfer, or process any data outside of your controlled environment.

Google Workspace Marketplace Applications

Our marketplace applications and services are hosted within Google Cloud Platform, which may include services like Firebase for application functionality. All data is encrypted both at rest and in transit using industry-standard encryption protocols.

DPI Partners Ltd operates entirely within Google's secure cloud infrastructure for these applications. We operate within Google Cloud Platform infrastructure, leveraging Google's security standards and compliance certifications. We do not transfer data internationally outside of Google's established data processing agreements and infrastructure.

Only authorized DPI personnel with secure two-factor authentication can access necessary systems, and access is limited strictly to what is needed to support marketplace application functionality.

Information We Collect

Depending on how you interact with us, we may collect:

Website Visitors

- Identity Data – first and last name, username, title, job role
- Contact Data – email address, phone number, organizational contact details
- Technical Data – IP address, browser details, device type, and system settings
- Usage Data – interactions with our websites or applications

Google Workspace Applications

- Google Workspace Data – directory and profile data accessed via Google APIs as needed for functionality
- Organizational Data – company structure, reporting relationships, employee directories (when explicitly authorized)

Marketing Communications

- Marketing Preferences – communication and consent preferences when you opt in to receive updates

How We Collect and Use Your Information

Contact Forms

When you fill in a contact form, we collect your name, email, company, location, and optional data like phone number and website. This allows us to respond appropriately and understand your inquiry.

We collect this information with your explicit consent when you submit the form, and we use it to:

- Respond to your enquiries and provide requested information
- Improve our services based on feedback
- Maintain records for business purposes

Feedback Forms

We collect:

- Page URL
- Feedback rating (Did it help)
- Comments
- Email address (optional)

Newsletter Subscriptions

We collect:

- Email address
- First name
- Last name
- Country
- Preferred format
- Your consent option

Email Communications and Newsletter Subscriptions

If you opt into our updates, we use your name and email address to send you relevant communications using our selected email marketing platform.

You can unsubscribe at any time using the unsubscribe link in our emails or by contacting us directly.

Google Workspace Applications

Our solutions fall into two categories:

Steegle.One Products: These tools (Steegle People, Steegle News, etc.) are installed within your Google Workspace environment. Your organization controls all data processing, and DPI Partners Ltd does not access or process any personal data.

Google Workspace Marketplace Apps: These applications (such as Steegle Instant Directory) are hosted on Google Cloud Platform and designed to provide enhanced directory functionality and employee information management across Google Workspace.

For marketplace applications, when you install them from the Google Workspace Marketplace or authorize their use, we:

- Access directory data needed for app features (with explicit permission)

- May cache organizational structure data on GCP for functionality like org charts and enhanced search
- Do not access more data than required for application functionality
- Process data strictly in accordance with your organization's instructions as your data processor

Google API Services Compliance

We only access the minimum data required for application functionality. For cloud-hosted applications, this may include temporary caching of limited directory or profile data (e.g., for organizational hierarchy features). DPI Partners Ltd adheres to the Google API Services User Data Policy and acts as a data processor for these services.

Our use of information received from Google APIs will adhere to Google API Services User Data Policy, including the Limited Use requirements.

Third-Party Services and Data Processors

We work with carefully selected third-party service providers to deliver our services. Your data may be processed by:

Email Marketing

MailChimp - For newsletter subscriptions and marketing communications. By subscribing to our newsletter, you acknowledge that your information will be transferred to MailChimp for processing in accordance with their Privacy Policy and Terms.

Payment and Order Processing

JotForm - For service orders and payment processing. By submitting service order forms, you acknowledge that your information will be transferred to JotForm for processing in accordance with their Privacy Policy and Terms.

Comments and Community

Disqus - For public commenting on our blog and articles. When you log in with Disqus, they collect your email address, IP address, and consent preferences to facilitate authentication and posting. Comments are immediately viewable and searchable worldwide. By logging in, you acknowledge that your information will be transferred to Disqus in accordance with their Privacy Policy, Terms, and Data Sharing Policy.

Analytics and Tracking

- Google Analytics - For website usage statistics (anonymized data)
- LinkedIn Analytics - For marketing analytics and conversion tracking (aggregated data only)
- Google Ads and DoubleClick - For advertising and remarketing

Core Infrastructure

- Google Workspace - For data storage, processing, and internal operations
- Google Cloud Platform - For hosting marketplace applications
- Firebase - For application functionality and real-time features

AI and Machine Learning Tools

We occasionally use mainstream AI tools to assist with business operations such as content creation, code development, and general business tasks. These include:

- Google Gemini - For research and content development
- ChatGPT/OpenAI - For content assistance and general business support
- Claude (Anthropic) - For analysis and business assistance
- Other mainstream AI platforms - As needed for business operations

We use paid subscriptions for AI tools, which means data is not used for training purposes by the AI providers and benefits from enhanced privacy protections.

Important: We do not input client personal data, confidential information, or sensitive business data into AI tools. AI tools are used only for:

- General content creation and editing
- Public information research
- Code development assistance with anonymized examples
- General business planning and strategy

Any use of AI tools follows our strict data protection principles and never involves processing of personal data or confidential client information.

Analytics and Cookies

Google Analytics

We use Google Analytics to gather usage statistics anonymously. This includes IP addresses and device/browser information, but Google Analytics anonymizes all traffic data so personal information is not recorded. You can prevent Google Analytics from recording any data by installing the Google Analytics Opt-out Browser Add-on.

LinkedIn Analytics

Our websites may use the LinkedIn Conversion Tracking tool and Insight Tag. These tools collect aggregated data regarding LinkedIn members' visits to our website, but LinkedIn does not share personal data with us, only providing aggregated reports about website audience and ad performance. LinkedIn members can control the use of their personal data for advertising purposes through their account settings.

Google Ads Remarketing and DoubleClick

Our websites may use Google Ads Remarketing and DoubleClick DART cookies to show tailored advertising across the internet to individuals who have shown interest in our business. This technology functions by:

- Serving relevant ads based on specific pages you have visited on our websites
- Placing cookies on your computer or device
- Using "non-personally identifiable information" - it does NOT track personal information like your name, email address, physical address, or financial details

These ads can appear in Google search results or sites that are part of the Google Display Network. You can opt out by visiting:

- Google's Ads Preferences Manager
- http://www.doubleclick.com/privacy/dart_adserving.aspx
- Network Advertising Initiative opt-out page

General Cookies

Cookies are text files placed on your computer to collect standard internet log information and visitor behavior information. We provide a cookie banner on our websites where you can manage your cookie preferences.

You can set your browser not to accept cookies, though this may affect some website features. For further information visit www.aboutcookies.org or www.allaboutcookies.org.

Deleting cookies does not mean you are permanently opted out of advertising programs. Unless you have settings that disallow cookies, new cookies will be added when you next visit sites running advertisements.

Why We Process Limited Directory and HR Data

To support application features like directory search and org charts, we may process limited directory and HR-related information, including:

- Employee names and contact information
- Job titles and department information
- Reporting line or manager information
- Organizational structure data

This processing is based on:

- Contractual necessity – to provide services you've requested
- Legitimate interest – to improve app usability and functionality within your Google Workspace environment

We do not use this data for advertising, marketing to individuals, or any purpose beyond the specific functionality you have authorized.

Data Retention

Your personal information is held only as long as necessary for the purposes for which it was collected:

- Contact form data and inquiries: 3-5 years from last contact to maintain business relationships and address service-related queries
- Email communications and newsletter subscriptions: Until you unsubscribe plus 6 months to ensure complete removal from all systems
- Application data: While you continue to use our applications and for 90 days after uninstallation to allow for re-installation without data loss
- Usage analytics: 14 months to provide meaningful year-over-year analysis while respecting privacy principles
- Legal and compliance records: 7 years as required by UK business record keeping requirements
- Comments (Disqus): According to Disqus retention policies and your account settings

You can request that all personal information you have provided be permanently deleted at any time.

Your Rights as a Data Subject

Exercising Your Rights

As a data subject whose personal information is held by us, you have certain rights. If you wish to exercise any of these rights, please email privacy@dpipartners.co.uk.

If DPI Partners Ltd processes personal data on behalf of your organization via cloud-hosted applications, we do so only under their instructions and will assist in responding to any data subject requests they receive.

In order to process your request, we will ask you to provide valid forms of identification for verification purposes.

Please allow up to 28 days for us to respond to your request.

The Right to Be Informed

You may request a copy of the personal data we hold about you free of charge. Once we have verified your identity and, if relevant, the authority of any third-party requester, we will provide access to the personal data we hold about you as well as information about purposes of processing, categories of data, recipients, retention periods, and data sources.

The Right to Rectification

When you believe we hold inaccurate or incomplete personal information about you, you may exercise your right to correct or complete this data.

The Right to Erasure (Right to be Forgotten)

Where no overriding legal basis or legitimate reason continues to exist for processing personal data, you may request that we delete the personal data. We will take all reasonable steps to ensure erasure.

The Right to Restrict Processing

You may ask us to stop processing your personal data. We will still hold the data but will not process it any further.

The Right to Data Portability

You may request your personal data be transferred to another service provider, provided in a commonly used and machine-readable format.

The Right to Object

You have the right to object to our processing of your data where processing is based on legitimate interest, direct marketing, research purposes, or involves automated decision-making.

What Happens If You Do Not Provide Personal Information

If you do not provide some or all of the information requested, we may not be able to:

- Respond to your queries or support requests
- Inform you of news, events, and services
- Provide full functionality of our applications
- Fulfill service orders or delivery

Security

Personal information held by our third-party data processors utilizes industry-standard secure server connections to ensure that your personal data is encrypted both at rest and when securely transmitted over the Internet. All access requires two-factor authentication and is limited to authorized personnel only.

Other Websites

Our websites contain links to other websites. This privacy policy only applies to our websites and applications, so when you link to other websites you should read their own privacy policies.

Data Controller Information

DPI Partners Ltd
Registered with the UK ICO
📍 64 Southwark Bridge Road, London, SE1 0AS, United Kingdom
📞 +44 (0)20 7871 5022
🌐 dpipartners.co.uk
📧 privacy@dpipartners.co.uk

Changes to This Privacy Policy

We keep our privacy policy under regular review and we will place any updates on this web page. This privacy policy was last updated on June 12, 2025.

For technical support: support@dpipartners.co.uk
For billing inquiries: billing@dpipartners.co.uk

Privacy Policy

Why We Need Your Personal Information

DPI Partners Ltd (operating Steegle.com and DrPete Technology Experts) is an independent IT consultancy specializing in Google Sites and Google Workspace solutions. We offer various services to help you get the most from Google Workspace and cloud technologies.

When you contact us or use our applications, we may need your personal information to respond to your enquiry, support our products, or provide the services you request. We take your privacy seriously and only use your data as necessary to support your experience and functionality.

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Our Steegle.One suite of tools (including Steegle People, Steegle News, and other productivity enhancements) operates entirely within your organization's own Google Workspace environment. For these products:

- **Your organization remains the data controller**
- **All data stays within your Google Workspace**
- **DPI Partners Ltd does not process or store any personal data**
- **You control all data processing via our software installed in your workspace**

Google Workspace Marketplace Apps (GCP-Hosted Environment)

Our Google Workspace Marketplace applications (such as Steegle Instant Directory and other marketplace tools) are hosted on Google Cloud Platform (GCP) and require DPI Partners Ltd to process organizational data to provide enhanced functionality.

For marketplace applications:

- **DPI Partners Ltd acts as a data processor** on behalf of your organization (the data controller)
- **Data is temporarily processed on Google Cloud Platform infrastructure**
- **We may cache limited directory or profile data** (e.g. names, roles, reporting structure) to support functionality like enhanced org charts, search, or analytics
- **All data is encrypted at rest and in transit**
- **Processing is limited to what is necessary for the application's purpose**
- **Data is stored only temporarily and deleted according to documented retention periods**
- **We never access, share, or sell this information** to third parties unless legally required or expressly authorized by you

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How and Where Your Data Is Hosted

Steegle.One Products

For our Steegle.One suite of tools, all data remains within your organization's Google Workspace environment. We do not host, transfer, or process any data outside of your controlled environment.

Google Workspace Marketplace Applications

Our marketplace applications and services are hosted within Google Cloud Platform, which may include services like Firebase for application functionality. All data is encrypted both at rest and in transit using industry-standard encryption protocols.

DPI Partners Ltd operates entirely within Google's secure cloud infrastructure for these applications. We operate within Google Cloud Platform infrastructure, leveraging Google's security standards and compliance certifications. We do not transfer data internationally outside of Google's established data processing agreements and infrastructure.

Only authorized DPI personnel with secure two-factor authentication can access necessary systems, and access is limited strictly to what is needed to support marketplace application functionality.

Information We Collect

Depending on how you interact with us, we may collect:

Website Visitors

- **Identity Data** – first and last name, username, title, job role
- **Contact Data** – email address, phone number, organizational contact details
- **Technical Data** – IP address, browser details, device type, and system settings
- **Usage Data** – interactions with our websites or applications

Google Workspace Applications

- **Google Workspace Data** – directory and profile data accessed via Google APIs as needed for functionality
- **Organizational Data** – company structure, reporting relationships, employee directories (when explicitly authorized)

Marketing Communications

- **Marketing Preferences** – communication and consent preferences when you opt in to receive updates

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How We Collect and Use Your Information

Contact Forms

When you fill in a contact form, we collect your name, email, company, location, and optional data like phone number and website. This allows us to respond appropriately and understand your inquiry.

We collect this information with your explicit consent when you submit the form, and we use it to:

- Respond to your enquiries and provide requested information
- Improve our services based on feedback
- Maintain records for business purposes

Email Communications and Newsletter Subscriptions

If you opt into our updates, we use your name and email address to send you relevant communications using Google Workspace's built-in email systems rather than third-party platforms.

You can unsubscribe at any time using the unsubscribe link in our emails or by contacting us directly.

Google Workspace Applications

Our solutions fall into two categories:

Steegle.One Products: These tools (Steegle People, Steegle News, etc.) are installed within your Google Workspace environment. Your organization controls all data processing, and DPI Partners Ltd does not access or process any personal data.

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For marketplace applications, when you install them from the Google Workspace Marketplace or authorize their use, we:

- Access directory data needed for app features (with explicit permission)
- May cache organizational structure data on GCP for functionality like org charts and enhanced search

- Do not access more data than required for application functionality
- Process data strictly in accordance with your organization's instructions as your data processor

Google API Services Compliance

We only access the minimum data required for application functionality. For cloud-hosted applications, this may include temporary caching of limited directory or profile data (e.g., for organizational hierarchy features). DPI Partners Ltd adheres to the Google API Services User Data Policy and acts as a data processor for these services.

Our use of information received from Google APIs will adhere to Google API Services User Data Policy, including the Limited Use requirements.

Analytics and Cookies

Google Analytics

We use Google Analytics to gather usage statistics anonymously. This includes IP addresses and device/browser information, but Google Analytics anonymizes all traffic data so personal information is not recorded. You can prevent Google Analytics from recording any data by installing the Google Analytics Opt-out Browser Add-on.

LinkedIn Analytics

Our websites may make use of the LinkedIn Conversion Tracking tool and Insight Tag. These tools collect aggregated data regarding LinkedIn members' visits to our website, but LinkedIn does not share personal data with us, only providing aggregated reports about website audience and ad performance. LinkedIn members can control the use of their personal data for advertising purposes through their account settings.

Google Ads Remarketing

Our websites may make use of Google Ads Remarketing to show tailored advertising across the internet to individuals who have shown interest in our business. This technology functions by serving relevant ads based upon specific pages you have visited on our websites, by placing a cookie onto your computer or device.

These ads can appear in places such as Google search results or sites that are part of the Google Display Network. You can opt out of this tailored experience by visiting Google's Ads Preferences Manager or the Network Advertising Initiative opt-out page.

General Cookies

Cookies are text files placed on your computer to collect standard internet log information and visitor behavior information. We provide a cookie banner on our websites where you can manage your cookie preferences.

You can set your browser not to accept cookies, though this may affect some website features. For further information visit www.aboutcookies.org or www.allaboutcookies.org.

Why We Process Limited Directory and HR Data

To support application features like directory search and org charts, we may process limited directory and HR-related information, including:

- Employee names and contact information
- Job titles and department information
- Reporting line or manager information
- Organizational structure data

This processing is based on:

- **Contractual necessity** – to provide services you've requested
- **Legitimate interest** – to improve app usability and functionality within your Google Workspace environment

We do not use this data for advertising, marketing to individuals, or any purpose beyond the specific functionality you have authorized.

Data Retention

Your personal information is held only as long as necessary for the purposes for which it was collected:

- **Contact form data and inquiries:** 3-5 years from last contact to maintain business relationships and address any service-related queries
- **Email communications and newsletter subscriptions:** Until you unsubscribe plus 6 months to ensure complete removal from all systems
- **Application data:** While you continue to use our applications and for 90 days after uninstallation to allow for re-installation without data loss
- **Usage analytics:** 14 months to provide meaningful year-over-year analysis while respecting privacy principles
- **Legal and compliance records:** 7 years as required by UK business record keeping requirements

You can request that all personal information you have provided be permanently deleted at any time.

Your Rights as a Data Subject

Exercising Your Rights

As a data subject whose personal information is held by us, you have certain rights. If you wish to exercise any of these rights, please email privacy@dpipartners.co.uk.

If DPI Partners Ltd processes personal data on behalf of your organization via cloud-hosted applications, we do so only under their instructions and will assist in responding to any data subject requests they receive.

In order to process your request, we will ask you to provide valid forms of identification for verification purposes.

Please allow up to 28 days for us to respond to your request.

The Right to Be Informed

You may request a copy of the personal data we hold about you free of charge. Once we have verified your identity and, if relevant, the authority of any third-party requester, we will provide access to the personal data we hold about you as well as the following information: • The purposes of the processing • The categories of personal data concerned • The recipients to whom the personal data has been disclosed • The retention period or envisioned retention period for that personal data • When personal data has been collected from a third party, the source of the personal data

The Right to Rectification

When you believe we hold inaccurate or incomplete personal information about you, you may exercise your right to correct or complete this data. This may be used with the right to restrict processing to make sure that incorrect/incomplete information is not processed until it is corrected.

The Right to Erasure (Right to be Forgotten)

Where no overriding legal basis or legitimate reason continues to exist for processing personal data, you may request that we delete the personal data. This includes personal data that may have been unlawfully processed. We will take all reasonable steps to ensure erasure.

The Right to Restrict Processing

You may ask us to stop processing your personal data. We will still hold the data but will not process it any further. This right is an alternative to the right to erasure.

The Right to Data Portability

You may request your personal data be transferred to another service provider, provided in a commonly used and machine-readable format. This right is only available if the original processing was on the basis of consent, the processing is by automated means and if the processing is based on the fulfillment of a contractual obligation.

The Right to Object

You have the right to object to our processing of your data where: • Processing is based on legitimate interest • Processing is for the purpose of direct marketing • Processing is for the purposes of scientific or historical research • Processing involves automated decision-making and profiling

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Third-Party Services

We may share your personal data with third-party service providers who assist us in delivering our services, including:

- Google Workspace (for data storage and processing)
- Google Analytics (for website analytics)
- LinkedIn Analytics (for marketing analytics, if used)
- Google Ads and DoubleClick (for advertising and remarketing, if used)
- Other marketing and analytics platforms as needed for business operations

All third-party providers are carefully selected and required to maintain appropriate data security measures. We do not sell, rent, or distribute personal information to third parties for their own marketing purposes.

Liability for Content, Links and Copyright

Content of Websites

We make every effort to keep the information on our websites current but accept no liability whatsoever for the content provided. The law limits our responsibility as a service provider to our own webpage content on our own websites.

We are not obligated to monitor third party information provided or stored on our websites. However, we shall promptly remove any content upon becoming aware that it violates the law. Our liability in such an instance shall commence at the time we become aware of the respective violation.

Third Party Links

Our websites may include links to third-party websites, plug-ins and applications. Clicking on those links or enabling those connections may allow third parties to collect or share data about you. We do not control these third-party websites and are not responsible for their privacy statements. When you leave our website, we encourage you to read the privacy policy of every website you visit.

Copyright

The content and works provided on our websites are governed by the copyright laws of the United Kingdom. Duplication, processing, distribution, or any form of commercialization of such material beyond the scope of the copyright law shall require the prior written consent of DPI Partners Ltd or its respective author or creator.

Other Websites

Our websites contain links to other websites. This privacy policy only applies to our websites and applications, so when you link to other websites you should read their own privacy policies.

Data Controller Information

DPI Partners Ltd
Registered with the UK ICO
📍 64 Southwark Bridge Road, London, SE1 0AS, United Kingdom
📞 +44 (0)20 7871 5022
🌐 dpipartners.co.uk
📧 privacy@dpipartners.co.uk

Changes to This Privacy Policy

We keep our privacy policy under regular review and we will place any updates on this web page. This privacy policy was last updated on 11 June 2025.

DPI Partners Ltd

SaaS Products Terms and Conditions

IMPORTANT: These terms apply exclusively to DPI Partners Ltd SaaS products that are hosted on Google Cloud Platform and accessed via subscription (such as Google Workspace Marketplace applications).

These terms do NOT apply to:

- Steegle.One products (Steegle People, Steegle News, etc.) that operate within your own Google Workspace environment
- Custom software solutions deployed in your infrastructure
- Consultancy services

For terms governing software that runs within your own environment, please refer to our Consultancy Terms and Conditions: [LINK TO BE INSERTED]

Agreement between: DPI Partners Ltd, a company registered in England and Wales at 64 Southwark Bridge Road, London, SE1 0AS, United Kingdom ("DPI", "we", "us", "our") and you as the customer ("you", "your", "Customer").

Effective Date: [DATE] - Version 1.0

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1. Definitions and Interpretation

SaaS Product: Software as a service applications hosted on Google Cloud Platform and provided by DPI Partners Ltd via subscription, including but not limited to Google Workspace Marketplace applications such as Steegle Instant Directory.

Subscription: The recurring fees paid by you for access to a SaaS Product for a specified period.

Subscription Date: The first day of your initial subscription term for a SaaS Product.

Renewal Date: The anniversary of the Subscription Date for each subsequent renewal period.

Admin User: Any user with Google Workspace administration privileges on your domain.

Order: Your written instructions to us (via email or marketplace installation) to provide SaaS Products under these terms.

Charges: The subscription fees and other amounts payable by you as specified in our pricing or quotation.

Confidential Information: Information that is proprietary or confidential, including pricing and any special terms agreed between the parties.

2. Scope of Application

2.1 SaaS Products Only

These terms govern exclusively:

- SaaS applications hosted on Google Cloud Platform
- Google Workspace Marketplace applications provided by DPI Partners Ltd
- Subscription-based software services that process data on our infrastructure

2.2 Excluded Products and Services

These terms do NOT cover:

- **Steegle.One suite** (Steegle People, Steegle News, and other tools that run entirely within your Google Workspace environment)
- **Custom software solutions** deployed within your own infrastructure
- **Consultancy services** and professional services
- **Software licensing** for client-hosted applications

2.3 Alternative Terms

For excluded products and services listed in section 2.2, please refer to our Consultancy Terms and Conditions available at: [LINK TO BE INSERTED]

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3. Ordering and Installation

3.1 Trial Periods

Many SaaS Products offer free trial periods. Installing a SaaS Product from the Google Workspace Marketplace constitutes acceptance of these terms. If you do not cancel before the trial period expires, you will be automatically charged for the subscription.

3.2 Explicit Orders

You may also place explicit orders by emailing us with your requirements. We will provide a quotation and enable access upon your acceptance.

3.3 Installation Requirements

To use our SaaS Products, you must:

- Have an active Google Workspace subscription
- Provide valid administrative credentials
- Have appropriate user permissions within your organization

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4. Subscription and Charges

4.1 Billing Model

Unless otherwise specified:

- All subscriptions are billed annually in advance
- Charges are non-refundable and non-cancellable (subject to cancellation notice periods)
- Pricing is per user, per domain, or as otherwise specified in our pricing

4.2 Currency and Taxes

- Charges are payable in GBP, USD, EUR, or AUD as specified in your invoice
- All charges are exclusive of VAT if applicable) and other applicable taxes
- Taxes will be added at the appropriate rate

4.3 Price Changes

We may amend charges for any SaaS Product upon 60 days' written notice, effective at the end of your current subscription term.

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5. Payment Terms

5.1 Payment Methods

We accept payment by bank transfer and credit/debit card. We do not accept checks.

5.2 Payment Due Dates

- **Initial subscription:** Payment due upon invoice or subscription commencement
- **Renewals:** Invoiced at least 30 days before each Renewal Date
- **Payment terms:** Net 30 days from invoice date

5.3 Late Payment

If payment is not received by the due date:

- We may suspend access to the SaaS Product without liability
- Interest accrues daily at 4% above Bank of England base rate
- We may terminate the subscription after 30 days overdue

5.4 Automatic Renewal

Subscriptions automatically renew for successive 12-month periods unless cancelled in accordance with section 9.

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6. Service Provision and Availability

6.1 Service Access

We will provide access to SaaS Products in accordance with their specifications and our standard service levels.

6.2 Service Suspension

We may suspend your access to SaaS Products:

- For non-payment of charges
- If your use violates these terms
- For maintenance or security reasons (with reasonable notice where possible)

6.3 Data Processing

For SaaS Products, we act as a data processor on behalf of your organization. Data processing is governed by our Privacy Policy and Data Processing Agreement, which form part of these terms.

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7. Your Responsibilities

7.1 Accurate Information

You must provide complete, accurate, and up-to-date contact and billing information.

7.2 Authorized Use

You are responsible for:

- Ensuring all users comply with these terms
- Maintaining the security of your Google Workspace environment
- Proper configuration and use of SaaS Products

7.3 Prohibited Uses

You may not:

- Reverse engineer or attempt to extract source code
- Use SaaS Products for illegal purposes
- Exceed authorized user limits or share access credentials

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8. Intellectual Property Rights

8.1 Ownership

We (or our licensors) retain all intellectual property rights in SaaS Products. Rights are licensed, not sold, to you.

8.2 License Grant

Subject to these terms and payment of charges, we grant you a non-exclusive, non-transferable license to use SaaS Products for your internal business purposes during the subscription term.

8.3 Restrictions

You may not modify, distribute, or create derivative works based on our SaaS Products without written consent.

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9. Term and Termination

9.1 Subscription Term

Each subscription commences on the Subscription Date and continues for the initial term (typically 12 months) and successive renewal periods unless terminated.

9.2 Cancellation by You

You may cancel subscriptions by providing 30 days' written notice before the next Renewal Date. Cancellation does not entitle you to refunds.

9.3 Termination by Us

We may terminate subscriptions:

- For material breach not cured within 30 days of notice
- For non-payment after 30 days overdue
- If you become insolvent

9.4 Effect of Termination

Upon termination:

- Your access to SaaS Products ceases immediately
- We will delete your data in accordance with our retention policies
- You remain liable for all charges incurred up to termination

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10. Data Protection and Privacy

10.1 Data Processing Agreement

Our processing of personal data is governed by our Privacy Policy and Data Processing Agreement, available at: [PRIVACY POLICY LINK]

10.2 Data Location

SaaS Product data is processed and stored within Google Cloud Platform infrastructure in accordance with Google's data residency policies.

10.3 Data Security

We implement appropriate technical and organizational measures to protect your data, including encryption at rest and in transit.

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11. Warranties and Disclaimers

11.1 Service Warranty

We warrant that SaaS Products will perform substantially in accordance with their specifications under normal use.

11.2 Disclaimer

Except as expressly stated, SaaS Products are provided "as is" without warranties of any kind, including implied warranties of merchantability or fitness for purpose.

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12. Limitation of Liability

12.1 Excluded Liability

We are not liable for:

- Loss of profits, revenue, or business opportunities
- Business interruption or loss of data
- Indirect, special, or consequential damages

12.2 Liability Cap

Our total liability under this agreement is limited to the subscription fees paid in the 12 months preceding the claim.

12.3 Exceptions

Nothing limits our liability for death, personal injury, fraud, or other liability that cannot be excluded by law.

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13. Confidentiality

13.1 Mutual Obligations

Both parties will protect the other's confidential information using the same care used for their own confidential information, but no less than reasonable care.

13.2 Permitted Disclosure

Confidential information may be disclosed:

- To employees and contractors who need to know
- As required by law or court order
- With the disclosing party's written consent

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14. General Provisions

14.1 Entire Agreement

These terms, together with our Privacy Policy and any order documentation, constitute the entire agreement between the parties.

14.2 Amendment

We may update these terms by posting revised terms on our website. Continued use after posting constitutes acceptance.

14.3 Assignment

Neither party may assign this agreement without consent, except we may assign to affiliates or in connection with a sale of business.

14.4 Severability

If any provision is invalid or unenforceable, the remainder of the agreement remains in effect.

14.5 Force Majeure

Neither party is liable for delays due to circumstances beyond their reasonable control.

14.6 Governing Law

This agreement is governed by English law, and disputes are subject to the exclusive jurisdiction of English courts.

14.7 Notices

Notices must be in writing and sent to:

- **DPI Partners Ltd:** legal@dpipartners.co.uk
- **Customer:** The email address used for your subscription

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15. Contact Information

DPI Partners Ltd
64 Southwark Bridge Road
London, SE1 0AS
United Kingdom

📧 Email: legal@dpipartners.co.uk
🌐 Website: dpipartners.co.uk

For technical support: support@dpipartners.co.uk
For billing inquiries: billing@dpipartners.co.uk

Last updated: [DATE]
Version: 1.0

Remember: These terms apply only to SaaS products hosted on our infrastructure. For Steegle.One products and consultancy services, please refer to our Consultancy Terms and Conditions.

📘 Support for Steegle Cloud Applications

Trusted Help for Our SaaS Tools — with Clear Expectations

Our team provides support for DPI Partners' cloud-hosted applications (such as Steegle Instant Directory which are built on the Google Cloud Platform. These apps are lightweight, directory-integrated tools designed to help you get more from Google Workspace.

🧩 Support Scope

We provide support for:

- Steegle-built apps (e.g. People, Org Chart, Flow, Th@nks)
- Access and usage issues related to our interface
- App errors or data caching inconsistencies (e.g. directory not syncing)

We do not support:

- Issues caused by Google Workspace outages or admin configuration
- End-user training beyond documentation
- Feature changes that require re-engineering or customization (unless agreed)

⏱️ Response Times

Our goal is to respond within one UK business day (Mon–Fri, 9.30–17:30 GMT/BST).

We don't offer 24/7 live chat or instant SLA-based resolution, but we will make all reasonable efforts to address genuine platform faults promptly.

📊 Issue Prioritisation

Priority	Example	Response Aim
Critical	App down for all users (not caused by Google/ Google Infrastructure)	Within 1 working day
Moderate	Org chart not displaying correctly [assuming Google Directory Data is correct]	Within 2-3 working days
Minor	Visual layout issue on one browser	Within 28 working days
Request	Help understanding a setting or usage question	When resources allow

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🔐 Platform & Infrastructure

All data and application services are hosted within Google Cloud Platform (GCP) and rely on Google APIs. DPI Partners does not export or move your data outside Google-managed environments.

Our apps may temporarily cache limited metadata (e.g. names, roles, manager IDs) to enable features like org charts and search indexing.

We adhere to:

- Google API Services User Data Policy
- GDPR (as processor, when applicable)
- UK Data Protection standards

📬 How to Get Help

You can log issues at any time via:
🔗 support.steegle.com

You can also contact us for urgent issues via:

- UK: +44 (0) 207 871 5021
- US: +1 (302) 672 3007

🤝 Fair Use & Team Size

We're a small, responsive team — not an enterprise support centre. We ask that clients:

- Review documentation before logging tickets
- Only escalate genuinely service-impacting issues
- Understand some fixes may depend on upstream Google platform changes

Anti-Slavery and Human Trafficking Policy

DPI Partners Ltd
(Trading as DrPete Technology Experts, Steegle.com, and DrPete Inc)

Executive Statement

DPI Partners Ltd is committed to conducting business with the highest standards of ethical integrity. We categorically condemn all forms of modern slavery, human trafficking, forced labor, and child labor, and maintain a zero-tolerance approach in line with the **UK Modern Slavery Act 2015**.

As a specialized technology consultancy with experienced leadership, we leverage our focused team structure and deep industry expertise to maintain effective oversight of our operations and business relationships.

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1. Our Business Context

1.1 Company Profile

DPI Partners Ltd operates as a specialist technology consultancy focusing on Google Workspace solutions and cloud-based applications. Our business characteristics naturally minimize modern slavery risks:

- **Expert team** of highly skilled professionals
- **Direct client relationships** without complex subcontracting chains
- **Established technology partners** (Google, Microsoft, major SaaS providers)
- **Operations centered in UK/EU** with strong labor protections

1.2 Leadership Oversight

Our experienced leadership team, including the Chief Executive and Directors, possess:

- **Deep industry knowledge** and understanding of ethical business practices
- **Direct oversight** of all business relationships and operations
- **Personal involvement** in hiring and supplier selection
- **Immediate visibility** of any concerning practices or relationships

This hands-on approach enables us to identify and address potential issues quickly without requiring extensive formal processes.

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2. Our Commitments

We are committed to:

- **Preventing modern slavery** in our operations and business relationships
- **Conducting ethical business** with integrity and transparency
- **Ensuring fair employment** practices for all staff
- **Maintaining awareness** of potential risks in our supply chain

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3. Practical Due Diligence

3.1 Supplier Assessment - Expert-Led Approach

Given our specialized focus and low-risk business model, we implement **efficient and expert-led** due diligence:

For Major Technology Partners:

- Review publicly available modern slavery statements
- Rely on established corporate governance of major providers (Google, Microsoft, etc.)
- Monitor for any public concerns or issues

For Smaller Suppliers:

- Include basic anti-slavery clauses in contracts where appropriate
- Ask direct questions about employment practices during procurement
- Discontinue relationships if concerns arise

For Occasional Suppliers:

- Apply common-sense assessment based on our experience
- Use professional judgment regarding supplier legitimacy
- Escalate unusual arrangements for leadership review

3.2 Practical Implementation

Our approach recognizes our focused expertise while maintaining effectiveness:

- **Annual review** of supplier relationships by leadership team
- **Direct communication** with key suppliers on ethical standards
- **Simple contract clauses** requiring compliance with applicable laws
- **Immediate action** if any concerns are identified

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4. Employment Practices

4.1 Direct Employment

Our expert team structure ensures:

- **Personal recruitment** by leadership team

- **Direct employment relationships** without agencies
- **Clear contracts** and fair compensation
- **Open communication** and immediate support for any concerns

4.2 Contractor Relationships

When using contractors or consultants:

- **Direct engagement** with individuals or established firms
- **Verification of legitimate business status**
- **Fair payment terms** and professional relationships
- **No use of questionable agencies** or intermediaries

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5. Training and Awareness

5.1 Leadership Knowledge

Our experienced leadership team maintains awareness through:

- **Industry knowledge** and professional networks
- **Regular review** of legal and regulatory updates
- **Professional development** and continuing education
- **Peer discussion** and industry best practice sharing

5.2 Team Awareness

Given our focused team structure, awareness is maintained through:

- **Regular team communication** about company values
- **Open door policy** for raising any concerns
- **Informal discussion** during team meetings
- **Access to external resources** for additional information

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6. Reporting and Response

6.1 Internal Reporting

Our focused team structure provides multiple accessible channels:

6.2 External Resources

For additional support or anonymous reporting: 🌐 **Modern Slavery Helpline:** 08000 121 700 🌐 **Crimestoppers:** 0800 555 111

6.3 Response Commitment

Any concerns receive:

- **Immediate attention** from leadership
- **Confidential handling** appropriate to our focused structure
- **Prompt investigation** and action
- **No retaliation** against good faith reporting

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7. Monitoring and Review

7.1 Practical Monitoring

Our oversight approach includes:

- **Annual leadership review** of this policy and our practices
- **Ongoing assessment** of supplier relationships
- **Regular discussion** of any concerns or changes
- **Updates** as our business or circumstances change

7.2 Continuous Improvement

We maintain effectiveness through:

- **Professional judgment** and experience
- **Industry awareness** and networking
- **Legal compliance** monitoring
- **Common-sense application** of ethical principles

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8. Policy Implementation

8.1 Realistic Approach

This policy reflects our genuine commitment while acknowledging our practical constraints as a specialist consultancy:

- **Expert-led measures** appropriate to our focus and risk profile
- **Emphasis on personal judgment** and experience
- **Efficient processes** that leverage our expertise
- **Effective oversight** through experienced leadership involvement

8.2 Genuine Commitment

Despite our specialized focus, we take this responsibility seriously and will:

- **Act immediately** on any identified concerns
- **Terminate relationships** with non-compliant suppliers
- **Seek guidance** when needed from external resources
- **Report to authorities** any suspected violations

9. Contact Information

DPI Partners Ltd
64 Southwark Bridge Road
London, SE1 0AS
United Kingdom

Primary Contact: pete@dpipartners.co.uk
General Enquiries: hr@dpipartners.co.uk
Phone: +44 (0) 20 7871 5022

Policy Approval:
This policy reflects our genuine commitment while recognizing our practical operating approach as a specialist business.

Effective Date: June 12, 2025
Version: 2.0
Next Review: June 2026
Policy Owner: Chief Executive Officer

Our commitment to preventing modern slavery is real and expert-led. As a specialist consultancy, we take our ethical responsibilities seriously and will act decisively on any concerns.