### **Privacy Notice**

At SECH Ltd we are committed to protecting and respecting your privacy.

This Policy explains when and why we collect personal information about people who visit our website, how we use it, the conditions under which we may disclose it to others and how we keep it secure.

We may change this Policy from time to time so please check this page occasionally to ensure that you're happy with any changes. By using our website, you're agreeing to be bound by this Policy.

### **How Do We Collect Information About You?**

We obtain information about you when you use our website, for example, when you contact us about products and services.

### What Type of Information Is Collected from You?

The personal information we collect might include your name, address, email address, and information regarding what pages are accessed and when.

### **How Is Your Information Used?**

We may use your information to:

- · process orders that you have submitted;
- · to carry out our obligations arising from any contracts entered into by you and us;
- · seek your views or comments on the services we provide;
- · notify you of changes to our services;
- · send you communications which you have requested and that may be of interest to you. This may include information about campaigns or promotions.

We review our retention periods for personal information on a regular basis. We will hold your personal information on our systems for as long as is necessary for the relevant activity, or as long as is set out in any relevant contract you hold with us.

# Who Has Access to Your Information?

We will not share your information for marketing purposes outside of SECH Ltd. We will never sell your data and we promise to keep your data safe and secure.

#### **Your Choices**

You have a choice about whether or not you wish to receive information from us. If you do not want to receive direct marketing communications from us then you can tell us at the time we take your details or by contacting us to advise us of your preferences.

We will not contact you for marketing purposes by email, phone or text message unless you have given your prior consent. We will not contact you for marketing purposes by post if you have indicated that you do not wish to be contacted. You can change your marketing preferences at any time by calling us or by contacting us by email: info@sech.co.uk.

## **Your Rights**

As a data subject, you have a number of rights. You can:

- · access and obtain a copy of your data on request;
- · require the organisation to change incorrect or incomplete data;

- · require the organisation to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing;
- $\cdot$  object to the processing of your data where the organisation is relying on its legitimate interests as the legal ground for processing; and
- $\cdot$  ask the organisation to stop processing data for a period if data is inaccurate or there is a dispute about whether or not your interests override the organisation's legitimate grounds for processing data.

If you would like to exercise any of these rights, please contact Matthew Cox at matt@sech.co.uk. If you believe that the Company has not complied with your data protection rights, you can complain to the Information Commissioner.

### **Use Of 'Cookies'**

Like many other websites, we use cookies. 'Cookies' are small pieces of information sent by an organisation to your computer and stored on your hard drive to allow that website to recognise you when you visit. They collect statistical data about your browsing actions and patterns and do not identify you as an individual. For example, we use cookies to store your country preference. This helps us to improve our website and deliver a better more personalised service.

It is possible to switch off cookies by setting your browser preferences. Turning cookies off may result in a loss of functionality when using our website.

### **Links To Other Websites**

Our website may contain links to other websites or organisations. This privacy policy applies only to this website, so we encourage you to read the privacy statements on the other websites you visit. We cannot be responsible for the privacy policies and practices of other sites even if you access them using links from our website.

In addition, if you linked to our website from a third party site, we cannot be responsible for the privacy policies and practices of the owners and operators of that third party site and recommend that you check the policy of that third party site.

### **Transferring Your Information Outside of Europe**

As part of the services offered to you through this website, the information which you provide to us may be transferred to countries outside the European Union ("EU"). By way of example, this may happen if any of our servers are from time to time located in a country outside of the EU. These countries may not have similar data protection laws to the UK. By submitting your personal data, you're agreeing to this transfer, storing or processing. If we transfer your information outside of the EU in this way, we will take steps to ensure that appropriate security measures are taken with the aim of ensuring that your privacy rights continue to be protected as outlined in this Policy.

If you use our services while you are outside the EU, your information may be transferred outside the EU in order to provide you with those services.

### **Review of This Policy**

We keep this Policy under regular review. This Policy was last updated in January 2020.