

## **Contact Ltd. Privacy Policy**

Contact Limited uses your personal data, as defined in the data UK Data Protection Act 1998 (DPA), in accordance with all relevant data protection legislation including the DPA. By using the Contact Limited website ("Website") you accept the terms of this Data Protection Statement.

## Information Collected

- 1.1. Comtact Limited will ask your consent whenever you intend to submit Information via the Website.
- 1.2. For the purposes of registering upon the Website, Comtact Limited will request that you provide as a minimum your salutation, full name, company name, address, email address and telephone number.
- 1.3. Registered website users can change their details at any time by logging on to the website and amending their profile and preferences.

## Cookies

- 2.1. Comtact Limited collects and stores Information whenever you use the Website by the use of Cookies which are alphanumeric identifiers transferred to your computer's hard drive via your browser to enable Comtact Limited's computers to recognise your browser when you use the Website. The use of cookies is an industry-standard, and most major websites use them to provide functionality and personalisation for their customers.
- 2.2. Browsers can be adjusted to prevent acceptance of cookies or notify the user on receipt of cookies. For instructions on how to set your cookie preferences refer to the Help section of your browser. If your computer is unable to accept cookies, the Website will operate but not so efficiently.
- 2.3. Cookies in themselves do not personally identify users, although they do identify a user's computer. You can find more information about cookies at [www.allaboutcookies.org](http://www.allaboutcookies.org).
- 2.4. You do not have to provide any Information in order to use the Website. Access to certain sections and features of the Website is dependent upon the provision of Information and without that Information Comtact Limited will be unable to provide such access or features.

## Using your Information

- 3.1. Comtact Limited will only use Information as follows:
  - To supply goods and/or services as requested by you including such transfer of Information to employees, agents and third parties as required for this purpose.
  - For administration purposes.
  - To notify you of related Comtact Limited's services.

3.2. Comtact Limited may transfer its business assets (which include Information) on sale or merger of the business.

3.3. Comtact Limited reserves the right to transfer Information as required to obtain legal advice, to comply with legal requirements, to protect Comtact Limited's rights and property, and for the safety of Comtact Limited's employees, clients, suppliers and others.

## Data Protection Rights

4.1. The Data Protection Act gives you certain rights including a right to request a copy of your Information and to have inaccurate Information corrected. To obtain a copy of information we hold about you please write to: Data Protection Officer, Comtact Limited, Clive House, 12-18 Queen's Road, Weybridge, Surrey, KT13 9XB, United Kingdom .