

## **PRIVACY POLICY**

ProxiSmart Ltd is committed to protecting and respecting your privacy. We take your privacy very seriously and it is important to us that you can use and enjoy our website without having to compromise your privacy in any way.

This privacy policy explains how we will use and process personal data we collect about you. You should read this privacy policy carefully as it contains important information about how we will use your personal data.

### **What information do we collect about you?**

The type of information which we may collect about you includes:

- your name and address;
- your phone number and e-mail address;
- your credit or debit card details if you are purchasing our goods or services online or if you subscribe to one of our online services;
- details about the services you specifically request;
- information you complete in relation to our online forms;
- information you volunteer by uploading your CV.

We will obtain your personal data when you register to use the website, send us feedback, post material, contact us for any reason, sign up to a service, register to receive information and register to access part or all of the website. We may also obtain sensitive personal information from you if you volunteer it during the completion of an online form or by uploading or posting such material to us. If you volunteer such information, you will be consenting to our processing it for the purpose of administration, employee profiling, security vetting, to help us identify you and statistical analysis.

### **How will we use information we collect?**

The information you provide to us when you use this website will be used for the following reasons:

- providing you with the best possible service;
- dealing with administration, billing and associated support;
- to process any request for advice or information;
- monitoring and improving our marketing and promotional campaigns;

- to notify you of our bulletin, information packs and services, should you agree to receive these from us;
- to customise this website according to your interests;
- to comply with our statutory and regulatory obligations;
- statistical analysis;
- fraud prevention and detection;
- customer profiling; and
- to process any orders you make through our website.

## **Cookies**

Cookies are text files placed on your computer to collect standard internet log information and visitor behaviour information. This information is used to track visitor use of the website and to compile statistical reports on website activity.

The Interactive Advertising Bureau (IAB) is an industry body that provides in-depth information about cookies. You can set your browser not to accept cookies and the IAB website tells you how to remove cookies from your browser. However, in a few cases some of our website features may not function as a result.

We automatically collect and store the following information about your visit:

- the internet domain and IP address from where you access our website;
- the type of browser software and operating system used to access our website;
- the date and time you access the website;
- the pages you enter, visit and exit our website from; and
- if you linked to our website from another website, the address of that website.

We use this information to help us identify click stream patterns, to improve our website and to learn about the number of visitors to our website and the types of technology our visitors use. We only use this information to ensure that our web pages stay compatible with a selection of browsers and systems, thereby ensuring that our web pages appeal to a wide audience.

## **Marketing**

Unless you have asked us not to do so, we may contact you by mail, telephone, SMS, text/picture/video message, fax and email about our products, services, promotions and other information which we believe may be of interest to you.

You may refuse any marketing information from us in the future at any time by writing to us at ProxiSmart Ltd, 32A Newgate Street, Morpeth, Northumberland, England, UK, NE61 1BA

## **Access to your information and inaccuracies**

You have a right to request a copy of the information that we hold about you. To obtain a copy of this information, please write to us at the following address:

ProxiSmart Ltd  
32A Newgate Street  
Morpeth  
Northumberland  
NE61 1BA

We may make a small charge for this service. We are committed to ensuring that the information which we hold about you is accurate and up to date. You may ask us to correct or remove information you think is accurate.

## **Other websites**

Our website contains links to other websites. This privacy policy only applies to this website so when you link to other websites you should read their own privacy policies.

## **Changes to our privacy policy**

We keep our privacy policy under regular review and we will place any updates on this webpage. This privacy policy was last updated on January 2018.

## **Contacting us**

Any questions or comments relating to this statement or our site should be directed to the address provided above.